

TULLY FIRE DISTRICT

**1 Railroad Street
Tully, New York 13159**

DISTRICT POLICIES

Policy Number: 11-001

Department: Operations

Subject: Use of Facilities

Date: October 13, 2011

It is the Policy of the Tully Fire District to ensure that both the members of the Fire District, Hose Company, Ambulance District, and the public have access to the facilities at 1 Railroad Street, Tully, New York.

When a member, organization or the public wishes to use a room within the building, they must fill out a "Request for Use of the Facilities" (see attached forms).

1. Reservations for use of any Fire District facilities should be requested no less than one week in advance
2. Reservation requests must be made to the Fire District Secretary/Treasurer and are subject to the approval of the Board of Fire Commissioners.
3. The premises shall be cleaned, equal to the condition at the time of use of the facility.
4. I have read the Policy for Use of Facilities of the Tully Joint Fire District and agree to abide by the terms and conditions set forth in this policy.
5. Sponsor agrees to be responsible for any damage or expense occurred by this use of the Fire District facilities.

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POLICY FOR USE OF FACILITIES OF THE TULLY JOINT FIRE DISTRICT

The purpose of this document is to set forth the rules and conditions of use for the Tully Joint Fire District facilities. Rules and conditions shall apply to all members, visitors, individual renters and guests. The Sponsor of any non-Fire District activity hosted on Fire District facilities shall be responsible for enforcement of this policy and the rules and conditions set forth.

Available Space at One Railroad Street, Tully, New York

Maximum Occupancy: 86

Areas available:

- Meeting/Training Room Only
- Meeting/Training Room/Kitchen
- Kitchen Only

Parking:

We have provided two Handicap Parking spaces in the parking lot located at Railroad and Clinton Street. ALL other Parking will be in Lincoln Street Parking Lot at the rear of building. If any additional parking is needed, street side parking will be used.

Violators will be towed at the owner's expense.

It is the sponsor's responsibility to notify all guests on proper parking location.

At no time shall any event hinder the operation of the Fire Department.

There shall be NO PARKING in the following areas:

In front of the apparatus bay doors (both front and rear).

In the entrances to parking lots.

Any area in a Parking Lot not marked with lines as a Parking Space.

Southside Parking Lot marked "FIRE DEPT. ONLY"

Restricted Areas:

All building spaces marked as "*Authorized Personnel Only*" and/or "*Members Only*" are restricted areas. Sponsors are responsible for ensuring that guests at any activity do not enter restricted areas.

Reservations:

Reservations for use of any Fire District facilities will be requested no less than one week in advance.

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Reservation requests must be made to the Fire District Secretary/Treasurer and are subject to the approval of the Board of Fire Commissioners.

Each request for a reservation should set forth, in writing using the “*Tully Fire Districts Application for Facilities Use*” form. The name of the sponsoring organization; the name, address, e-mail address and telephone number of the responsible party at the sponsor; proposed use of the facilities; and the date and time of the proposed use of the facilities.

Activities of the Tully Joint Fire District, Tully Hose Company, and The Tully Ambulance District shall have priority over any other request for use of the facilities.

Restrictions and Conditions on Use:

Use of the facilities is limited by the following restrictions and conditions unless a specific written exemption is granted by the Board of Fire Commissioners in advance of the date of use:

1. No smoking, alcoholic beverages or gambling are allowed in the facilities.
2. Children must be supervised at all times by responsible adults.
3. No supplies, equipment, food items or materials are to be stored in the facilities, other than immediately preceding a reservation use.
4. Access to Fire District facilities shall be limited to the time set forth in the request for reservation.
5. Sponsoring organizations are solely responsible for complete clean up of all areas of the facility used by their group.
6. Misuse of the Fire District facilities will result in a denial of any future use of such facilities by the sponsoring organization.

Insurance:

Depending on the nature of the use, the Fire District may require a sponsoring organization to secure its own liability insurance coverage naming the Fire District as an additional insured.

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APPLICATION FOR FACILITIES USE

The undersigned, on behalf of _____, hereby applies for a permit for the use of the following facilities of the Tully Joint Fire District:

- _____ Meeting/Training Room Only
- _____ Meeting/Training Room/Kitchen
- _____ Kitchen Only

In connection with this application, I make the following statements:

The signing party verifies that he or she shall be the responsible individual on behalf of the sponsoring organization for use of the identified Fire District facilities.

CONTACT INFORMATION:

Name: _____

Street: _____

City: _____

State/Zip: _____

Telephone: _____

Email: _____

2. That I am over the age of 18 years.
3. That Sponsor desires use of said facility for the following purpose _____

4. That I desire the use of said facility on _____, 2011, between the hours of _____ and _____.
5. There will be approximately _____ participants in the use.
6. We will need set up time and break down time of _____ hours before and _____ hours after the event.

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7. I have read the Policy for Use of Facilities of the Tully Joint Fire District and agree to abide by the terms and conditions set forth in that policy.
8. The premises shall be cleaned, equal the condition at the time of use of the facility.
9. Sponsor agrees to be responsible for any damage or expense occurred by this use of the Fire District facilities.
10. Submitted with this application is the deposits requirements per below(circle one):

- | | |
|---|----------------|
| a) Non-kitchen use, refundable (non-resident or resident) | <u>\$25.00</u> |
| b) Kitchen use, non-refundable (resident) | <u>\$25.00</u> |
| c) Kitchen use, non-refundable(non-resident) | <u>\$50.00</u> |

Signature of Responsible Applicant

Date

Received by The Tully Fire District:

Received by

Date