

# CLARENCE FIRE DISTRICT NO. 1

## **BANQUET ROOM/PAVILION AND GROUNDS POLICY**

### **I. SCOPE:**

The Board of Fire Commissioners of Clarence Fire District No. 1 has established a policy on rules and regulations governing Fire District building and grounds.

### **II. OBJECTIVE:**

The objectives of this policy are to preserve the quality of Clarence Fire District No. 1 buildings and grounds and safeguard its firefighters, employees and guests. The buildings and grounds shall be used for District/Company sponsored events.

### **III. DISTRICT GUIDELINES:**

The following rules and regulations are established:

1. All events must be pre-approved by the Board of Fire Commissioners, the Fire Company President and Fire Chief. Requests to use the Facility should be made on the reservation form (see page 4) and submitted to the Fire Company President who will confirm there are no conflicts with previously scheduled events and then forward to the Fire Chief. This form will then be submitted to the Commissioner in charge of Buildings and Grounds (or their designee) for approval at the next Board of Fire Commissioners' meeting.
  - a.) Use requests made between Board meetings and to be held before the next scheduled meeting can be approved by the Building Commissioner and the Fire Company President and Fire Chief. The entire Board of Fire Commissioners does not require review of the request; however, the Building Commissioner will inform the other Commissioners by e-mail of the request.
  - b.) Outside entities that wish to utilize the Facility may be approved only if requested by a member of the Company/District. All requests from outside entities will be forwarded to the Commissioner in charge of Buildings for review and response. (For example: if a training event that will benefit the surrounding community is requested to be held at the Facility, it must be sponsored and attended by a member of the District/Company.)
  - c.) Any and all expenses incurred during such an event will be reviewed by the Board of Fire Commissioners to assess the necessity for compensatory charges. (Compensatory charges can be an exchange of services or a donation offered by the requestor.) There will be no set fee for use of the Facility. The Board of Fire Commissioners may access compensatory charges to offset costs associated with costs incurred for: set-up or clean-up, utilities, janitorial supplies or employment of any individuals required to work during the event, etc.

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- d.) Insurance riders that are required for use of the Facility shall be provided 30 days prior to said event. If beer/alcohol is **served or alcohol will be consumed without charge**, the requestor must be covered by minimum \$1 million liability insurance. If it is **sold**, there must be a minimum \$3 million in liquor liability coverage. Any caterer must be covered by a minimum \$1 million of liability coverage.
  - e.) Any applicable laws related to buildings and grounds use must be adhered to (i.e., occupancy limits, etc.)
  - f.) Use of facilities will be on a first-come first-serve basis, unless unforeseen events require the emergency use of the facility.
  - g.) Any function set-up/clean-up must be arranged and/or completed by the requestor.
  - h.) Visitors/guests are to be accompanied by a Fire Company member, District employee or Commissioner at all times.
  - i.) Requestors are responsible for the actions of their guests and any damages to the Facilities or grounds incurred during the event.
  - j.) When the Facilities are in use, any and all non-members must refrain from occupying those areas essential to emergency response personnel on the west side of the building.
  - k.) The Board will formalize a written response to requestors.
2. Firematic gear will not be worn in any part of the building, except the Equipment Room.
  3. Parking is to be only in designated areas. There is to be no parking in front of the Fire Hall at any time.
  4. Parking on the east side of the building will be limited to deliveries and services only.
  5. There is a 15-MPH speed limit on Fire District property. Driving in any area, except drives and parking area is prohibited.
  6. Repairs and maintenance to buildings and grounds, as well as regulation of building systems (i.e.; heating/air conditioning) shall only be by approval of the Board of Fire Commissioners.
  7. No one is to be on the building roof for any reason. This includes fire drills.
  8. All exterior and interior doors are to remain closed and locked, except when in use and/or attended to by a Fire Company member, District employee or Commissioner.

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9. All firematic functions are to be under the supervision of the Chief. All other Fire Company social functions are to be under the supervision of the President.
  10. Signs, notices or decorations will not be affixed to any wall, ceiling, etc. without permission of the Board of Fire Commissioners.
  11. Vehicles with studded tires are not to be inside the building.
  12. The Board of Fire Commissioners must approve any person employed for any purpose pertaining to the building or grounds.
  13. If the building and/or grounds are not kept in a clean and orderly manner, the use will be denied.
  14. Lights shall be turned off in areas not in use, except those left on for security reasons.
- IV.** There are no exceptions to the above stated rules and regulations.
- V.** The Board of Fire Commissioners can amend this policy at any time.

This policy is adopted November 9, 2015 and supersedes the previous versions of this policy adopted February 11, 2013 and October 4, 2010. Reservation form amended and approved on February 13, 2023.

By order of the Board of Fire Commissioners, Clarence Fire District No. 1

**CLARENCE FIRE DISTRICT NO. 1**  
**BANQUET ROOM & PAVILION RESERVATION FORM**

Name of Requesting Firefighter: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: (     ) \_\_\_\_\_ - \_\_\_\_\_

Function date: \_\_\_\_\_ Start & End times: \_\_\_\_\_

Requesting use of (circle):   Banquet Room   Pavilion   Both

Type of function: \_\_\_\_\_

Approximate number of guests: \_\_\_\_\_

**The requesting firefighter shall comply with the Fire District's Banquet Room/Pavilion & Grounds Policy as well as being responsible for the following:**

- Function setup and clean-up (Banquet room use includes kitchen, lobby & rest rooms; Pavilion use includes all grass areas & parking lot)
- Vehicle parking which includes District cones & signs
- Closing & locking all buildings at the end of the function
- For any and all damages to Fire District owned property and equipment
- For any and all damages to Fire Company owned property and equipment
- Submission of reservation form to Fire Co. President in order to comply with timeframes stated in the Fire District Policy
- Advising the Fire District Commissioner in charge of Buildings & Grounds of any changes to the function request. Note-changes may impact prior approvals.

Will beer/alcohol\* be served or consumed without charge (circle):   Yes       No

Will beer/alcohol\* be sold (circle):   Yes       No

Will function be catered\*: \_\_\_\_\_ If yes, by whom: \_\_\_\_\_

**\*NOTE: If answering Yes to serving beer/alcohol or using a caterer, designee must be covered by \$1 million dollar liability insurance minimum. If answering Yes to selling beer/alcohol, designee must be covered with \$3 million dollar liability insurance minimum. All insurance documentation must be received by the District Office within thirty days prior to date of event.**

**This application shall be completed, approved and on file with Fire District prior to the function.**

I agree to all of the above requirements: \_\_\_\_\_  
(Firefighter signature & date)

Fire Co. President approval & date: \_\_\_\_\_

Fire Chief approval & date: \_\_\_\_\_

Fire District approval & date: \_\_\_\_\_

\_\_\_\_\_ Post-Approval & Instructions Letter Mailed on: \_\_\_\_\_

\_\_\_\_\_ Liability Insurance Certificate Received on: \_\_\_\_\_

Fire District Post Function Date & Comments: \_\_\_\_\_