Approved: November 27, 2006
Amended July 26, 2010

TOWN OF ARUNDEL
APPLICATION FOR USE OF TOWN FACILITIES

Name of Organization: _____

Today's Date: _____ **Date of request:** _____

Room Requested/Assigned: _____ **Times:** *(from)* _____ *(to)* _____

Purpose of request: _____

****

Do you have a key to the building? _____

****

PERSON RESPONSIBLE DURING THIS ACTIVITY:

Name: _____ Phone **Number:** _____

Address: _____

I agree on behalf of the above indicated organization that all members and public will observe the regulations/policies/procedures, and that we, individually, and as an organization, will assume full responsibility for any and all damages done to the town property during the above indicated period of use. We also agree that our organization will at all times hereafter indemnify the Arundel Town Department against any loss, damage, or expense of any kind, which said town may sustain or incur because of use of the Arundel Fire/Rescue Meeting Room by our organization and we will further hold said harmless for loss of any kind in connection therewith.

Person Responsible Signature: _____ **Date:** _____

Town Manager Signature: _____ **Date:** _____

Fire Chief Signature: _____ **Date:** _____

Approved: _____ **Disapproved:** _____

****

Approved on calendar: _____ **Date:** _____ **Door assignment:** _____

****

cc: Applicant
Original (Office Files)

See other side

TOWN OF ARUNDEL
COMMUNITY USE OF FIRE STATION MEETING ROOM

A. GENERAL STIPULATIONS

1. Fire Department use takes precedence over any other use. Town Boards that need direct access to Town Hall may also schedule the room for regular use during evening hours. Keeping in mind that all meetings should end by 9:00 p.m. and if expected to last longer should be scheduled in other locations, no meeting should extended beyond 9:30 p.m.
2. Permission to use of the Fire Department Meeting Room for non Fire Department functions shall be granted jointly by the Fire Chief and Board of Selectmen or Town Manager. Applications must be approved at least one week in advance.

B. SPECIAL STIPULATIONS AND RULES REGARDING MEETING ROOM USE

1. Off premises use of chairs, tables, equipment, etc., is not permitted.
2. Any other use not covered in this policy will need approval of the Fire Chief and Board of Selectmen or Town Manager.
3. No smoking is allowed in the building or on town property.
4. No use or possession of alcoholic beverages is allowed on Town property or Town equipment.
5. Meeting Room access will be limited to the outside door to the meeting room <u>except for handicap access</u>. The door to the hallway of the dispatch and bedrooms shall be closed during meetings and shall <u>only be used as an emergency exit and handicap access</u>. Fire Department personnel shall have access to the Fire Department kitchen at all times. The hallway shall not be used by non Fire Department personnel except that access to the restroom by meeting room occupants is allowed.
6. All activities shall not extend beyond the hours approved.
7. Permission for use of the Fire Department Meeting Room is revocable at any time by the Fire Chief and Town Manager or Board of Selectmen.
8. No unattended children are allowed in the building.
9. Failure to abide by the foregoing rules or any rules set for Special uses shall result in immediate revocation of permission to use the Fire Department Meeting Room and disqualify the applicant from future use.

I have read and agree to abide by the conditions/policies/procedures listed above.

Person Responsible Signature: _____ Date: _____