## POTTERVILLE FIRE DEPARTMENT COMMUNITY ROOM RESERVATION FORM PLEASE PROVIDE ALL INFORMATION REQUESTED OR THE REQUEST WILL NOT BE REVIEWED.

NAME OF REQUESTING PARTY
ORGINAZATION IF APPLICABLE
SCITUATE RESIDENT YES $\Box$ NO $\Box$ HOW MANY ATTENDING
STREET ADDRESS
PHONE NUMBER(S) HC
DATE REQUESTEDDESCRIBE USE
HOURS OF USE
WILL THIS BE A REOCCURING USE YES $\Box$ NO $\Box$ IF YES DESCRIBE THE PATTERN OF REOCCURRENCE (every 3 <sup>rd</sup> Friday etc.)
DATE
Signature of person filling out this form:
Print name:
DEPOSIT COMPLETED FORM IN THE CHIEF'S MAIL BOX
OFFICE USE
APPROVED NOT APPROVED
RECORDEDFAXEDDATEINITIALS

## POTTER VOLUNTEER FIRE DEPARTMENT COMMUNITY ROOM USE AGREEMENT GENERAL PUBLIC

In consideration of the mutual promises contained herein, the parties hereto agree follows:

The Potterville Volunteer Fire Department (Department) shall for a nominal fee rent the Community Room (Room) to a Qualified Applicant (Applicant). Qualified Applicants are those entities residing or operating in the Town of Scituate that complete the necessary request forms and pay the required rental fee and damage deposit. If, in its sole discretion, the Department determines that Applicant has violated this agreement or any of its terms, the Department shall have the right to prohibit Applicant from future use of the Room.

The Room fee shall be \$50.00 and is payable at the time application is made. The damage deposit shall be \$100.00, payable before the event date, and shall be refunded within ten (10) days of the completion of the event. In the event the Department incurs any costs associated with Applicant's use of the Room, including but not limited to damages, cleaning, disposal of refuse, removal or decorations, and/or any other activity designed to replace the Room to its original condition, the cost therefore shall be deducted from the damage deposit.

Applicant must call the Department to reserve the Room on each and every occasion Applicant wishes to use the Room. Reoccurring usage is allowed, however it must be agreed to by the Department in writing prior to any Applicant using the Room on a recurring basis.

Applicant and any and all guests shall vacate the Room and the Department property no later than 11:00 pm for any and all events.

The possession or consumption of any alcoholic beverages is STRICTLY PROHIBITED. Alcoholic beverages shall not be possessed or consumed anywhere on the property of the Department, whether indoors or outdoors. Any violation of this policy will result in the immediate ejection of Applicant and any guests thereof, and will be banned from future use of the Room or the property of the Department.

Applicant shall not attach or otherwise secure, temporarily or permanently, any decorations, banners, streamers, balloons, tape, adhesives, or any other material, to the walls, windows, ceilings, floors, tables, chairs, or any other property of the Department.

Applicant is authorized to utilize the stove and refrigerator in the kitchen located in the Room. Applicant may use the oven only with the express written consent of the

Chief of the Department. All other kitchen equipment, including but not limited to cookware, eating utensils, dishes, and supplies, shall not be used by Applicant.

Under no circumstances shall Applicant disturb or move the Executive Table placed at the front of the Room, or the United States and Rhode Island State Flags or chairs surrounding the Executive Table.

Applicant shall be responsible to clean the Room with the supplies provided by the Department. Applicant shall return the Room to the condition in which it was prior to Applicant's arrival.

All of Applicant's supplies, equipment, trash and other debris must be removed from the Room. Trash and debris shall be placed in the BLUE trash bins located by the handicap ramp at the rear of the building. If the trash bins are full, it is Applicant's responsibility to remove its trash from the premises and dispose of it personally.

Any damage to the Room or to Department property shall be reported immediately.

Applicant shall indemnify and hold harmless the Department, its successors, and/or assigns, for any loss, injury, claims and/or demands that the Department, its successors, and/or assigns may suffer as a result of Applicant's use or misuse of the Room or Department property.

Applicant

Potterville Volunteer Fire Department

By:

date

date