

Millwood Fire District – Policy on Use of Meeting Space

The purpose of this document is to outline the Board of Fire Commissioners policy on use of public space at District owned properties including:

Station 1: 100 Millwood Road, Millwood NY 10546

Station 2: 366 Croton Dam Road, Ossining NY 10546

The Board of Fire Commissioners will allow use of its public space to firefighters in good standing, community groups and association and residents of the Millwood Fire District.

PROCEDURE:

The requesting party should submit the following application by 30 days prior to the date of event. (submit to MFD)

The fees based on the above matrix will be agreed upon in writing.

A steward must be hired and paid for by the requestor at a cost \$25 per hour. The steward will be paid an additional \$25 if they are required to breakdown or set up tables/chairs.

The applicant must provide a Certificate of Insurance for one million dollars (\$1,000,000.00) liability naming the Millwood Fire District “an additional insured.”

The Brockway Antique (located in foyer of Station 1): The Steward will enforce a policy to not allow visitors to touch/climb on the antique vehicle.

PAYMENT:

The **security deposit** should be submitted to the Fire District prior to the event date and made payable to “**Millwood Fire District**”. The security deposit will be refunded following the event.

The **room fee** is payable immediately following the event and should be made payable to “**Millwood Fire Company**”.

The **Fire Department Steward fee** is payable immediately following the event and should be made payable to **Steward directly**.

Requirements for use of Fire District meeting room facilities:

Affiliation	Meeting	Party (no alcohol)	Party (with alcohol)
Community Group, 501c3, 501c4, or Community Homeowners Association	<ul style="list-style-type: none"> • Application • No insurance requirements • No fee for facility use • No security deposit required 	<ul style="list-style-type: none"> • Application • Insurance requirement: \$1M liability • Fee for facility use: <ul style="list-style-type: none"> ○ \$25/hr. for a FD steward ○ \$50/hr. for the room ○ Minimum 2 hours • \$250 security deposit 	N/A
Resident of the Millwood Fire District	N/A	<ul style="list-style-type: none"> • Application • Insurance requirement: \$1M liability • Fee for facility use: <ul style="list-style-type: none"> ○ \$25/hr. for a FD steward ○ \$50/hr. for the room ○ Minimum 2 hours • \$250 security deposit 	N/A
Resident of New Castle (Not residing within Millwood Fire District)		<ul style="list-style-type: none"> • Application • Insurance requirement: \$1M liability • Fee for facility use: <ul style="list-style-type: none"> ○ \$25/hr. for a FD steward ○ \$100/hr. for the room ○ Minimum 2 hours • Minimum \$250 fee • \$250 security deposit 	N/A
Resident outside of New Castle	N/A	<ul style="list-style-type: none"> • Application • Insurance requirement: \$1M liability • Fee for facility use: <ul style="list-style-type: none"> ○ \$25/hr. for a FD steward ○ \$140/hr. for the room ○ Minimum 2 hours • Minimum \$330 fee • \$250 security deposit 	N/A

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APPLICATION & AGREEMENT TO USE PUBLIC SPACE

Today's Date: _____

Choose one:

Station No. 1 ____ Firehouse Tour YES, NO

Station No. 2 ____ Firehouse Tour YES, NO

Date: _____ Time: _____

Event Name: _____

Name/Renter: _____

Address: _____

Phone: _____ Email: _____

Steward's Name: _____ Phone: _____ (FD will supply)

Total Fees: \$ _____ (Checks should be made out to the Millwood Fire Company#1)

\$ _____ Deposit \$ _____ Owed at time of event

Expected Number of Attendees: _____ (Maximum is 60 persons)

There shall be one adult per (5) children under the age of (18).

The requestor shall acknowledge that all space is booked on a first come first served basis and that is there is a fire call, there is no guarantee that there will be fire trucks on premises.

**Any Members that allow 3rd party usage of the kitchen must provide an insurance certificate.

Cancellation Policy: Should your group have to cancel out for any reason, please notify the Millwood Fire District as soon as possible and no less than one week in advance. Failure to do so may result in loss of future use privileges.

Steward: The District reserves the right to add additional stewards to the facility based upon the applicants request at the expense of the group making the application if attendance is expected 25 persons or more.

The steward is only present to assist you with your use of the facility and to be sure the use is consistent with our building use policies. He/she is not responsible for set up or clean up. The steward is required to check the building in your presence. The steward is to be paid directly by the requestor on the day of the event.

Smoking is prohibited in the firehouse.

Parking: All vehicles associated with the party must park in the rear lot, located on the North part of the building. (See attached map)

Access: It is understood that the requestor and guests will have access to only the following rooms: the public room, upstairs restrooms, and the apparatus bay accompanied by a steward.,

Tables, Chairs & other Equipment: Twelve (12) tables and forty (40) chairs are available for meeting use.

Additionally, for parties, there are 10 (60) inch round tables and 60 foldable chairs which a renter may use which can be provided. No table clothes will be provided.

Other equipment: television, computer, stereo, and overhead presentation system may not be utilized.

Please Note the Following:

New York State Law provides that a person or organization who unlawfully sells or distributes alcoholic beverages to an intoxicated individual, an individual under the influence of alcohol or a minor, may be held liable for any injuries or damages to people or property caused by the intoxicated individual or minor as a result of the sale or distribution of alcoholic beverages to that individual.

Person includes any person or organization who makes the actual sale or distribution of an alcoholic beverage to an intoxicated person. Intoxicated individual means that the seller or distributor of the alcoholic beverage becomes aware of the visibly intoxicated condition of the individual.

I, the undersigned being over 21 years of age, and having read the rules and regulations for this application and the above, hereby acknowledge the foregoing and agrees to be responsible to the Millwood Fire District for the use and care of the facility used and furthermore agrees to indemnify and hold the Millwood Fire District, its employees and all related officials harmless from any expense and/or liability for any and all loss, damage or injury to person (s) or property by reason of or arising out of the use of the space and/or the serving or consumption of alcoholic beverages.

This Hold Harmless Provision shall be liberally and broadly construed and applied in favor of the Millwood Fire District regardless of cause or injuries sustained.

I, the undersigned, in consideration of permission given to us to use the above requested facility, agree to take due care of the premises and to be responsible for any loss or damage to property and/or equipment.

I have read and agreed to abide by the Rules and Regulations listed on this form.

Signature: _____ (Requestor) Date: _____

Approved By: _____ (MFD) Date: _____