

Guidelines for Use of the WRFD Meeting Room

1. Requests for use may be submitted by any FD member for their own personal use of meeting room only. Requests must be written and include date, time and purpose of use. Fire department President must be notified of the request prior to the meeting so the item can be placed on the agenda.
2. Requests must be made at a regular business meeting prior to the event. The request will either be approved or denied by a majority of the members present. If approved the event will be listed on the FD calendar on the website.
3. No one is allowed in the truck bays, radio room, file room, or office. The upstairs is also off limits.
4. A usage fee of \$100.00 is required at the time of request. This will be refunded in its entirety if cleanup is satisfactory.
5. If you use supplies (paper plates, cups, paper towels etc.) Please replace them. The Fire Dept is not subsidizing your get together.
6. Property of Fire Department (tables, chairs etc.) are not to leave the station.
7. ABSOLUTY NO ALCOHOL is to be brought into the event.
8. No "Business or For Profit" Usage.
9. Fire, Ambulance, and/or Civil Defense Emergency takes precedence over any scheduled activity.
10. Any damages incurred while the meeting room is being used is the responsibility of the user.

Failure to abide by the above rules and regulations will result in permanent forfeiture of your building use privileges.

I, _____ hereby agree to the above rules and regulations for the event on _____ from _____ to _____.

_____ (signature) _____ (date)