

Guidelines for Use of the WRFD Meeting Room

Request for use may be submitted to any FD member for their own personal use of the 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.

Requests must be made at 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.

No one is allowed in truck bays, radio room, file room, or office. If you use supplies, (paper plates, cups, paper towels, etc.) please replace them. The Fire Department is not subsidizing your get together. The upstairs is also off limits.

Property of the Fire Department (table, chairs, etc.) are not to leave the station.

ABOLUTELY NO ALCOHOL is to be brought to the event.

Fire, Ambulance, and/or Civil Defense Emergency takes precedence over any scheduled activity.

Any damages incurred while the meeting room is being used is the responsibility of the user, and will be billed accordingly.

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)