

Guidelines for Use of the WRDF 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.
3. No one is allowed in the truck bays, radio room, file room, office or upstairs. Meeting Room, kitchen, bathrooms & storage room only.
4. The room must be cleaned after the event. If the room is not cleaned properly, you will be asked to reclean it or be billed a \$100.
5. Any damages incurred while the meeting room is being used is the responsibility of the user.
6. If you use supplies (paper plates, cups, paper towels, etc.) please replace them. The Fire Dept. is not subsidizing your get together.
7. Property of the Fire Department (tables, chairs etc.) are not to leave the station.
8. ABSOLUTELY NO ALCOHOL is to be brought into the event
9. The Fire Department is not associated with any "Business or For Profit" usage.
10. Fire, Ambulance, and/or Civil Defense Emergency takes precedence over any scheduled activities.

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 of _____ on

(date) _____ from _____ to _____

_____ (Signature) _____ (Date)