

# Outside Person/Organization Request

## Meeting Room and/or Kitchen Utilization Agreement

The Board of Directors of the Waterloo Volunteer Fire Co. Inc. agrees to permit the following person / organization to utilize the meeting room and/or kitchen facilities at the Pete Scannell Memorial Fire Station, 39 East Water St. Waterloo, N.Y. under the following conditions:

1. A completed / signed agreement form requesting the use of the areas will be submitted to the Board of Directors (B.O.D.).
2. Once submitted, the B.O.D. shall approve or disapprove the use of the room. If disapproved, a reason will be given to the requesting party. If approved, the requesting party has five (5) business days once notified to submit the rental fees. If fees are not received on time, the use of the room may given to some else.

(TV room is meant for membership use and not part of the room lease)

3. I / we are requesting the use of the following areas: ( check those that apply )

( ) Use of meeting room and kitchen with limited use: **\$75** Fee \$ \_\_\_\_\_

(Limited use means: Use of kitchen is with NO COOKING)

( ) Use of kitchen for COOKING: **\$125** Fee \$ \_\_\_\_\_

4. The rooms permitted for use by the lessee are to be returned to the exact order in which they were found. All tables and chairs are to be put away and all surfaces wiped clean. All items used in the kitchen are to be cleaned and put away. All floors are to be swept with the dust moped and any spills moped up.
5. There will be **NO ALCOHOLIC BEVERAGES PERMITTED** in or upon the premises of the Waterloo Fire Department for any private parties or gatherings. The only exception is that of a "wine toast" in cases of a wedding reception or similar function. This must be stated upon request for the use of the room.
6. Only the meeting room on the west end of the building and the kitchen are allowed to be occupied by the lessee and their guest. All other rooms are for Fire Personnel.
7. No party or function is permitted to last past 9:00 p.m. unless approved by the B.O.D. at the time of request. All guests must be off the premises no later than 15 min. after the ending time.
8. The lessee will be held responsible for his/her guests at all times. The lessee must prevent any unnecessary noise or disruption to the neighboring residents.
9. There is absolutely **NO PARKING IN FRONT OF THE OVERHEAD DOORS.** Lessee will also ensure that all exits are kept free and clear at all times.

10. The lessee will be held responsible for any damages to any property of the Waterloo Volunteer Fire Co. Inc. that occurs during their permitted hours of use, done by themselves or by their guests. The lessee and guest shall hold the Waterloo Volunteer Fire Co. Inc. and the Village of Waterloo harmless for any injury to anyone attending the function.

Requester's information:

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date Requested: \_\_\_\_/\_\_\_\_/\_\_\_\_ Premises being used for: \_\_\_\_\_

Time Requested: Start \_\_\_\_:\_\_\_\_ am/pm \_\_\_\_\_

Ending time: \_\_\_\_:\_\_\_\_ am/pm \_\_\_\_\_

**By signing this agreement, I, \_\_\_\_\_, agree to all of the above stated terms and conditions set forth by the Board of Directors of the Waterloo Volunteer Fire Co. Inc. I will ensure that all guests abide with these rules and regulations. Failure to follow these rules will result in the future denial of utilizing the Waterloo Volunteer Fire Co. Inc. facilities for both myself and those attending my party.**

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Lessee: \_\_\_\_\_

Date received by B.O.D. \_\_\_\_/\_\_\_\_/\_\_\_\_

Date approved/disapproved by B.O.D. \_\_\_\_/\_\_\_\_/\_\_\_\_ B.O.D Rep: \_\_\_\_\_

Reason if disapproved: \_\_\_\_\_

Date notified \_\_\_\_/\_\_\_\_/\_\_\_\_ Date payment received: \_\_\_\_/\_\_\_\_/\_\_\_\_

**The Waterloo Volunteer Fire Co Inc. premise is under 24 hour CCTV Surveillance**