

**Policy:**        **Building Use of Fire Station**

**Purpose:**        To establish guidelines for building use by both fire personnel and the general public.

**Scope:**        This policy applies to all department members as well as civilian population.

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### **Truck Bay Usage**

It is the intention of the Board of Trustees to allow firefighters to use the bay area of the fire station for the purpose of cleaning personal vehicles. The area to be used will be the farthest north truck bay and will be designated by the fire chief. This policy allows for the washing and waxing of personal vehicles only. The firefighter is to use his/her own materials.

No mechanical work is allowed. The vehicle must belong to the firefighter and is not to be left unattended. Absolutely no overnight storage is allowed.

The firefighter using the building must leave the building clean and secure.

Any abuse of this privilege will result in revocation of this policy.

### **Meeting Room and Kitchen Usage**

There is a specific building rental policy that has been set forth by the Board of Trustees. The policy is as follows:

- Free rental for non-profit organizations
- \$100.00 rental for in district members/ \$200.00 rental for out of district

There will be no group of more than 100 people permitted to use the facility at any time. All groups must remain in the meeting room and/or kitchen area at all times.

**NO ONE IS PERMITTED IN THE TRUCK BAYS OR RADIO ROOM AT ANY TIME.**

Northern Piatt Fire Protection District is not liable for any injury or damages that may occur to anyone while on fire department property. The person renting the building is responsible for any damage or missing equipment. A copy of proof of insurance is required for building rental.

No alcoholic beverages or gambling will be permitted on fire department property.

Activities must be conducted in such a manner so as not to interfere with the fire district or adjacent properties.

No group shall occupy the building after 11:00 PM.

All group parking will be on the west end and south side of the fire station, so as not to interfere with firefighters responding to a call.

No sub-leasing will be permitted.

No tape, nails, staples, etc. are to be used on the walls of the fire station.

By the order of: \_\_\_\_\_  
Fire Chief

Date: \_\_\_\_\_