Northern Piatt County Fire Protection District

108 N. Washington St. • P.O. Box 40 • Mansfield, IL 61854-0040
PH: 217-489-3021 • E-mail: station@npfpd.com
TAX ID# 42-1702707

Rental Date: _____

Building Usage/Rental Agreement

Rental Fee:

1) Rental fee for the building is set at 50.00 with a $50.00 Deposit. This is to be paid to the District in two checks of $50.00 each or cash may be accepted. Payment is to be made prior to building being reserved.

2) After completion of the event the building will be checked to be sure it is cleaned up, no damage done and that the building is ready for use. If the building check is satisfactory and nothing needs to be done to the building the $50.00 Deposit will be returned to the renter. If the building is not satisfactory then no money will be returned to the renter from the Deposit.

Building Usage Rules

1) No Alcoholic Beverages allowed in the building or consumed on District grounds
2) No smoking in the building. Smoking is permitted outside of the building at least 15 feet from any entry door as required by Illinois law.
3) Parking for all events should be on the South side of the building or West end. The parking lot on the North side of the building shall remain open for Emergency personnel to park when responding to calls.
4) The apparatus bay and radio room of the building is not to be accessed by non- members.
5) At no time shall vehicles be parked or stopped on the apparatus driveway of the building on the East side. This is for Emergency vehicles only.
6) There are to be no staples, tacks, tape, etc. used on walls or ceilings in the building.
7) Animals except guide animals are prohibited in the building.
8) There shall be no one allowed to sit on tables in the building.
9) The meeting room may be re-arranged to accommodate the gathering. However it is to be returned to the way it was found on completion.
10) The meeting room and kitchen (if used) shall be cleaned and returned to the same condition as it was found. All trash should be gathered up and taken out to the dumpster located on the South West corner of the parking lot.
11) Kitchen utensils, pans, cookers and crock pots may be utilized but must be washed and returned to appropriate locations when finished.
12) If Kitchen stove is to be utilized arrangements must be made prior to the event for it to be turned on by Fire District personnel.
13) Ice in the ice machine is available for use.
14) The person renting the building will provide contact information for the event.

15) The person renting the building will be the responsible party and must sign this agreement.
16) No one will be permitted to use the building after 11:00pm
17) District audio and visual equipment will not be utilized by renters.

Renter/responsible party information:

Name: _____

Address: _____

City: _____

Phone #: _____

Email: _____

If the renter has an issue with the use of the building during the event they should contact the Fire Chief or designee listed below.

Todd Jones, Chief
217 489-5 401

_____ _____

Renter Signature **Date** **Fire District Representative** **Date**

This agreement will also serve as a receipt for rental fee.