

COMMUNITY ROOM POLICY

1. The Greentown Volunteer Fire Department, Inc. (hereinafter referred to as “GTVFD”) Community Room may be scheduled for use by groups (hereinafter referred to as “Group”) of up to 100 people once per group per month.
2. Scheduling of the Community Room is on a first come, first served basis. The Community Room may only be scheduled up to 12 months in advance.
3. An adult member of the Group (at least 21 years of age) must schedule the Community Room rental via the GTVFD website (<http://greentownfire.com/product/community-room/>) at least two weeks prior to the requested date to reserve the Community Room.
4. The fee to rent the Community Room is \$20.00 per hour. The Community Room is rented in blocks of one hour. All set-up and clean-up time must be factored into the Group’s scheduled rental time; i.e., there is no early set-up or late clean-up.
5. GTVFD and its street address shall not be used as the official address or headquarters of the Group. Permission to use the Community Room does not imply the GTVFD endorses any event and/or organization.
6. Cancellation of the reservation must be made at least 48 hours in advance in order to receive a refund. No refunds will be given for any cancellation, for any reason, made with less than 48 hours notice.
7. In the case of cancellation due to hazardous weather conditions or other circumstances, it is the responsibility of the Group to notify its members. Rescheduling must be done per item 2, above, though the two week notice requirement is waived.
8. Decorations must be free standing and nothing attached to walls, woodwork, or other surfaces.
9. The Group is responsible for setting up the Community Room and returning it to the original setup when finished. All trash must be removed from the premises.
10. No smoking or tobacco use is permitted in the fire station or on the property. No hazardous materials of any sort are permitted in the Community Room or on the property.
11. No alcohol of any type is permitted on GTVFD property.
12. Firearms are strictly prohibited.

13. Members of the public are only permitted in the Community Room and the adjacent hallway and restrooms. No member of the public is permitted in the apparatus bays, living quarters, or other areas of the fire station without being escorted by a member of GTVFD.
14. The Group must vacate the premises by 10:00 PM.
15. An adult member of the Group (at least 21 years of age) must be present at all times. No member of the public is permitted to use any GTVFD equipment, supplies, etc.
16. The Board of Directors of the Greentown Volunteer Fire Department, Inc. reserves the right to review, limit, and/or prohibit any individual and/or organization from utilizing the Community Room.