

GLENVILLE FIRE DISTRICT #2  
P.O. Box 71 ALPLAUS, NY 12008

**Request for use of public facilities at the Alplaus fire station**

Residents of the district are encouraged to request use of the Fire House Meeting Room and the Pavilion for various activities. Any activity that provides some community benefit, including social interaction will be considered.

**RULES** to ensure that activities do not interfere with emergency or training activities:

1. An Active Firefighter or Commissioner shall open the facility and ensure that it is locked up after the event. (Duties are listed on back.)
2. Use of the kitchen require active supervision by a member of the Fire Company.
3. No potentially dangerous activities are allowed (Trampolines, Bouncy Houses, Slip-n-Slides)

**Guidelines for use of the kitchen**

1. Full use - Fire Company or Auxiliary-functions only.
2. Partial use - (other groups.)
3. Use of refrigerator, use of prep table, use of electrical outlets, no use of stove/oven, no serving from kitchen (serving window to remain closed.)
4. No alcoholic beverages may be served or consumed.
5. The facilities are to be cleaned up after the activity.

**Directions for submitting a request:**

1. All requests must include this completed form with signed Liability Waiver (on back).
2. Requester should be an organization or adult (21 or older) resident of the Alplaus Fire District.
3. Request should be at least 30 days before the event, although exceptions may be possible.
4. Contact the Secretary of the Board of Commissioner for available dates [hcasey1@nycap.rr.com](mailto:hcasey1@nycap.rr.com)
5. Recruit an Active Firefighter or commissioner to open and close the facility. If unable to do so refer to the list of active firefighters. The fee for an active firefighter is \$10. To be paid directly to the firefighter.
6. Appear at the next Board of Commissioners Meeting.
7. Access to the new firematic building is not allowed for any reason.
8. The board of Fire Commissioners meets the second Monday of each month. For late requests (those submitted after a board meeting for an event planned to take place before the next board meeting) the requester must obtain signatures from the fire chief, the chair of the board of fire commissioners and from one additional commissioner and submit the signed form to the secretary of the board before the event.
9. Donations for the use of the facility are accepted. (Donations offset the heat and utility bills.)

Please make checks payable to:

Glenville Fire District #2  
P.O. Box 71  
Alplaus, New York 12008

FORM TO BE SUBMITTED, TO THE SECRETARY

Circle facilities requested: Multipurpose Room Conference Room Kitchen Pavilion

Number of people anticipated to attend \_\_\_\_\_

Date facilities requested: \_\_\_\_\_

Event Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

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

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

Organization \_\_\_\_\_ Event \_\_\_\_\_

WAIVER OF LIABILITY" Glenville Fire District #2 shall not be liable for injury or damage occurring during the applicant's use of the fire district's property.

Thereby agree to indemnify Glenville Fire District #2 against and to hold the district harmless of and, from any Claims, expense or liability arising out of use of the district facilities.

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

Active Firefighter to be on station \_\_\_\_\_ Phone no. \_\_\_\_\_

If the kitchen is requested, name of supervisor \_\_\_\_\_

Approval signature and date:

Chairman of the Board \_\_\_\_\_ Date: \_\_\_\_\_

Additional Signatures Required for late requests

Chief: \_\_\_\_\_

Commissioner: \_\_\_\_\_

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DUTIES OF ACTIVE FIREFIGHTER ON STATION:

1. Communicate with the requester to determine when they need the facility opened.
2. Open the facilities
3. Make sure that vehicles are not parked in restricted areas.
4. Assist users in accessing the facilities. If only outdoor facilities are in use, unlock the back door of the old building for access to rest rooms.
5. When event is finished, ensure that everything is in order and that all participants have left.
6. Sign this form and place, in the Chief's mail tray in the office.
7. Sign the log book, turn off the lights, fans, etc. and lock building.

Firefighter signature \_\_\_\_\_ Date \_\_\_\_\_