

Glen Haven Area Volunteer Fire Department
7380 County Road 43
P. O. Box 53
Glen Haven, CO 80532
Phone (970) 586-5406

Fire House No. 1 – Use Policy
(As of: April 9th, 2014)

Thank you for your interest in the Glen Haven Area Volunteer Fire Department (GHAVFD). We are happy to provide your organization a place to conduct its meeting(s). The policy and use regulations for the GHAVFD Fire House No. 1 are as follows:

Definitions:

- The use of the term Facility shall mean the entire fire house building, its parking lot and surrounding grounds.
- The use of the term Fire House shall mean the inside of the entire physical building, including offices, meeting room, vehicle/equipment area/bays, storage rooms and bathroom.
- The use of the term Meeting room shall mean the single room as you enter the front door of the Fire House, plus the hall way access to the bathroom. The Meeting room proper is approximately 26' X 20' in size and the room occupancy is 74 people. It includes a kitchen area with countertops, double sink, refrigerator, stove/oven, dishwasher, and microwave.

Use Policy:

1. Use of the entire Facility for emergency purposes (i.e. command center, personnel staging area, or protective shelter for victims of disaster) takes precedence over all other uses of the Facility regardless of any prior payments or reservations. If the Facility is not available at the reserved time due to an emergency, any monies paid for the use including deposit will be refunded in full. The GHAVFD, its' agents, and personnel will not be liable for any damages, losses, or costs exceeding any monies paid for the use of the Facility (including the deposit) if the Facility is unavailable due to an emergency.
2. The Meeting room is available for use by Glen Haven area residents and organizations associated with community activities that "benefit the Glen Haven community". The Meeting room is not to be in competition with for-profit venues. All requests for use will be considered by the Fire Chief or Board Officer on a case-by-case basis.
3. The Meeting room is available free-of-charge to not-for-profit **Glen Haven** community groups of less than 35 people for meetings under 3 hours. Other groups will be charged \$25 per hour. If the room is not left in good condition as outlined below additional charges may be assessed.
4. Other than the Meeting room, all other areas of the Fire House are OFF LIMITS and are not to be entered.
5. The Request Form is available at the Fire House or on the website, and must be filled out, returned, and approved prior to the scheduled meeting date.

Meeting Room Policy:

1. The individual responsible for reserving the room will be responsible for set up and clean up of the area. Clean up involves sweeping and mopping of floors, wiping down of tables, cleaning of kitchen and bathroom as needed. The sponsoring organization shall be held financially responsible for any damages incurred, including cleaning. If Meeting room is left in an objectionable condition, a cleaning fee of \$25.00 per hour shall be charged to the organization.
2. No pins, tacks or tape can be used on the walls.
3. No drug or alcohol use is allowed inside or outside the Facility.
4. No tobacco use inside the Fire House.
5. No responsibility is taken by the Glen Haven Area Volunteer Fire Department for any damages or illness incurred as a result of the use of the Facility.
6. Tables and chairs may not be used outside of the Fire House.
7. The Meeting room has a telephone. Only local calls are permitted.
8. Please make sure when you are finished, the Facility is in at least as good (or better) condition than you found it.
9. Parking is very limited. Parking is only allowed in designated areas or off site. **Parking in front of the bays is strictly prohibited.**
10. Prior to vacating the Meeting room, the user is responsible for returning the room to its original condition. This includes all room features to their "up" or "off" position (i.e. window shades, room and bathroom lighting.) Tables must be put back in original setup and cleaned of debris/food with all chairs completely pushed in. The access door must be locked upon leaving
11. The Fire Chief may affect reasonable rules and regulations that are different, or not included above, at any time.
12. FAILURE TO COMPLY WITH THESE REGULATIONS MAY LEAD TO THE CANCELLATION OF FUTURE MEETING ROOM PRIVILEGES.

Kitchen Policy:

1. Use of Meeting room cups, utensils, and consumption of fire department food and drink is not permitted.
2. All food will be handled in accordance with local sanitation codes.
3. Absolutely no food or **food** containers are to be left in the Facility.
4. Please bring your own disposable items if needed. The disposable items on site (napkins, paper plates, condiments, etc.) are owned by the GHAVFD.

5. Any garbage/recycling must be removed by person/persons using the Meeting room.
6. There is to be no food or food residue left on counters, stovetop, oven, sink, floor, **or in the refrigerator**.
7. Please wash all counter surfaces areas **with a disinfectant** after use.
8. Use of grill(s) is prohibited.

End-of-Use-Policy

APPROVED BY:

Chief

Date

Board President

Date

Glen Haven Area Volunteer Fire Department

FIRE HOUSE MEETING ROOM REQUEST FORM

Today's Date: _____

Name of Organization: _____

Nature of meeting: _____

Contact Person: _____ Phone No.: _____

Address: _____

Date of Meeting: _____

Time Request: _____

I have reviewed and understand the use policies set forth for the Fire House Meeting room.

Signature of responsible person

PLEASE COMPLETE AND RETURN TO:

**GHAVFD
P.O. Box 53
Glen Haven, CO 80532**

OFFICE USE ONLY:

Need key

Alarm note

ROOM INSPECTION

- Satisfactory
- Unsatisfactory

Inspection completed by: _____
(Name; Date and Time)

If unsatisfactory, reasoning: _____

Key return date: _____