

HALFMOON FIRE DISTRICT #1
HILLCREST VOL. FIRE DEPARTMENT
145 Pruyn Hill Road
Mechanicville, NY 12118

FACILITY USE PERMIT

Name of Lessee: _____

Contact Person: _____

Address: _____

Phone #: _____

Date of Use: _____

Date to Return Key: _____

This agreement is made between Halfmoon Fire District #1 and, the Lessee for rental of the Facility Meeting Room. It is agreed by the Lessee as follows:

1. Lessee has inspected the rental portion of the Facility prior to use and Lessee agrees that it is in satisfactory condition.
2. The portion of the Facility being rented includes the following areas:
 - a. Main Lobby / Coat Room
 - b. Meeting Room
 - c. Chairs and Tables in Storage Room
 - d. Guest Bathrooms (Mens and Ladies)
 - e. Janitors Closet
 - f. Kitchen
 - g. Unless noted, access to A/V equipment is not included in rental.
3. Lessee agrees to pay a rental fee of \$250.00 for use of the Facility for the above stated date. Until such time that the rental deposit of \$100.00 is received, the date will not be held as **"RESERVED"** by the District. Said fee is **NON-REFUNDABLE** within 14 days of scheduled rental date.
4. Lessee agrees to pay an additional **SECURITY DEPOSIT** of \$50.00; said deposit shall be returned at the end of the rental period only if the District determines the Facility is clean and restored to the same or better condition than at the beginning of the lease period. All garbage must be emptied, floors and bathrooms cleaned, kitchen cleaned (**IF USED**), tables and chairs put away, ETC.
5. Lessee understands that nothing (**decorations, ETC.**), will be attached to the walls or ceilings of and room used. Items may be attached room tables using only painters tape. All attached items including painters tape must be removed as part of the Facility cleanup.
6. Lessee understands that their responsible for all their guests; their security. Appropriate footwear must be worn at all times (**NO BARE OR STOCKING FEET ARE ALLOWED**).

7. Lessee shall not allow any guest in the **FIREMATIC** or **OFFICE AREAS**. Specifically there shall be no guest allowed in any of the following areas:
 - a. The Engine Bays
 - b. Any location, on or near the Fire Trucks and Equipment
 - c. Firefighter's Lounge
 - d. There shall be absolutely no one allowed near or on the Fire Trucks or Fire Equipment

8. In the event of an Emergency or Fire Call, Lessee and their Guests shall make their best efforts to not interfere with the Fire Company's Response. There shall be no parking in any area marked for Firefighters Only, on the South Side or in Front of the Fire Station, or close to the Fire Trucks. Parking should be limited only to the North Parking Lot.

9. A Keyfob will be provided to the Lessee. The Lessee is responsible for the return of the Keyfob on the date specified above. A fee of \$10.00 will be charged for the loss of a Keyfob.

10. Lessee shall provide insurance with at least \$1,000,000.00 in Liability Coverage for the use of the Facility. As proof of insurance the Lessee shall provide a copy of the declaration page of their Home Owners Insurance Policy or a separate Insurance Document naming Halfmoon Fire District #1 and Hillcrest Fire Department as additional insured. Said insurance or proof of insurance must be in place prior to Facility use date or the Facility Use Permit will be **CANCELED**.

- 11. NO ALCOHOLIC BEVERAGES ARE PERMITTED; NO EXCEPTIONS.**

- 12. SMOKING IS NOT PERMITTED IN THE BUILDING; NO EXCEPTIONS.**

13. Vehicle parking allowed only in designated areas.

14. Please insure children are properly supervised at all times as this is an **EMERGENCY FACILITY** and safety is required.

15. Lessee agrees to Personally and on behalf of any Company lessee is representing indemnify, defend, and hold Halfmoon Fire District #1 and Hillcrest Fire Department harmless from any claim arising out of its acts or omissions and from any and all losses whatsoever, whether for personal injuries or property damages, including but not limited to the costs of litigation, all Attorneys' fees incurred, filing fees, and expenses of each and every nature.

16. There are no oral Agreements of the Parties. This Agreement shall supersede all other and prior understandings of the parties.

THE ABOVE IS AGREED TO IN ITS ENTIRETY:

Lessee Signature: _____

Print Name: _____

I, _____ Authorized official of Halfmoon Fire District # 1 and/or Hillcrest Fire Department, acknowledge receipt of Lessee's Fee for use of the Facility and in further receipt of a copy of the Declaration Page of Lessee's Home Owners Insurance Policy or a separate Insurance Document with at least \$1,000,000.00 in liability coverage for the Halfmoon Fire District #1 and Hillcrest Fire Department as additional insureds at the above address.

APPROVED BY:

Signature
Authorized Official
Hillcrest Fire Department

Signature
Authorized Official
Halfmoon Fire District #1

FACILITY USE PERMIT FEES

**Make checks payable to
Halfmoon Fire District #1**

Fee Description	Amount	Date Received	Received By
Rental Deposit	\$100.00		
Security Deposit	\$50.00		
Rental Balance	\$150.00		

**RENTAL FEE DEPOSIT AND SECURITY DEPOSIT FEE
DUE NO LATER THAN 14 DAYS PRIOR TO FACILITY USE DATE**

Security Deposit Fee (CHECK ONE) Returned:
Retained:

IF RETURNED	
Received By:	
Returned By:	
Date Returned:	

DISTRIBUTION:

Lessee Copy of FACILITY USE PERMIT

Department Original FACILITY USE PERMIT, File in Facility Use Permit file
Insurance Documentation, File with Original FACILITY USE PERMIT