

Monterey Fire Station Use Request Form

To obtain usage of the Monterey Fire Station for any purpose, you must fill out this form completely and submit it to the Monterey Fire Co. Ltd. (M.F.C.) c/o Shawn Tryon at the Monterey Town Hall.

Today's Date: _____ Your Organization: _____

Contact person: _____ Contact person Phone #: _____

Date or dates of requested usage: _____ # of People: _____

Time/times: _____

Description of activities (use reverse side of form as needed for additional description):

Will you require any setup to be provided by the M.F.C.? yes / no

I need: Chairs / Tables / Special Needs (*A custodial service charge will be imposed based on the amount of setup) Describe required setup and/or special needs: _____

**The building usage fee will be based on custodial services rendered for setup and required for cleaning of the building after your use. This fee may be based on actual custodial time or estimated custodial time.*

The following are rules governing usage of the Monterey Fire Station. To ensure that you be allowed to use the building in the future, please abide by them.

1. There is **NO SMOKING** of any kind allowed in any part of the Monterey Fire Station.
2. There are **NO ALCOHOLIC BEVERAGES** allowed in the building.
3. Food and beverages are allowed in the kitchen and the apparatus floor only (no food or drinks in **ANY** carpeted area).
4. There will be no fastening of anything by any means to any painted surface. This includes but is not limited to tape of any kind and tacks. If you require a bulletin board, indicate so under special needs and we will provide one.
5. There will be no climbing on the fire trucks (you may look but please do not touch). If you would like a tour of the Monterey Fire Station including the trucks, please contact any member of the Monterey Fire Co., we'd be happy to show you around.
6. You must not block any entrances or exits to the building and not block the trucks in any way as to hinder their access by firefighters during an emergency. Furthermore, during an emergency situation in which the Monterey Fire Co. requires full use of the building, we reserve the right to cancel your activity on the spot without any notice and subsequently return any fee charged to you.

Contact Person's Name (print): _____

Contact Person's Signature: _____

Date: _____