

MEMO From Rental Committee for PRCSD

Prior to rental of Fire Department buildings the following items should be evaluated by the PRCSD, and those deemed necessary completed.

LIST FOR PIKE BUILDING RENTAL

- 1. Build fire escape**
- 2. Determine and post signs for room occupancy limit.**
- 3. Parking restrictions**
- 4. Central Heating/Air system be completed**
- 5. Sprinkler system installed**
- 6. Handicapped ramp**
- 7. Emergency light system, interior and exterior**
- 8. parking lot snow removal**
- 9. Identify parking available**
- 10. stairway hand rail compliant with code**
- 11. check with county if county approval is needed**
- 12.**

LIST FOR ALLEGHANY building rental

- 1. determine capacity of rental space and post signs**
- 2. ADA restroom**
- 3. entryway compliance with code**

PLIOCENE RIDGE COMMUNITY SERVICES DISTRICT DRAFT FOR USE OF THE FACILITIES

1. **PURPOSE:** To establish policies and procedures for the District and public use of the facilities owned by the District.
2. **ELIGIBILITY:** a) Pike, Alleghany and PRCS D Fire Departments, Auxilliary Board of Directors , members and PRCS D Board of Directors have priority for use of the facilities.
3. **NON DISTRICT, PRIVATE GROUPS AND ORGANIZATIONS:** Facilities will be made available to these groups when not in conflict with District use.
4. **RENTAL POLICY:**
 - a) All users in item 3 above will be required to obtain and show proof of liability insurance in the amount of \$1,000,000.00 per event, and name the District as additional insured for the date(s) of the use of the facility. Proof of insurance must be presented to the District ten (10) days prior to the scheduled date(s) of the event(s). Insurance shall remain in effect for ten (10) days following the event.
 - b) Renters will be required to leave the facility in the condition in which it was found prior to the event. Renters will be required to pay a security deposit of \$200.00 payable in advance. All garbage will be removed. Any physical damage to the premises or additional cleaning costs may be deducted from the security deposit. Security deposit will be refunded to the renter after a satisfactory inspection of the premises has been completed by District personnel.
 - c) Smoking, alcohol or drugs will not be permitted anywhere on the premises.
 - d) Application for rental of the facilities must be requested 30 days in advance of the desired date(s)
 - e) Parking is limited. Renter must arrange for additional parking. There will be no parking in front of the bay doors. In event of snow, renter will be required to pay for snow removal.
 - f) Fees for rental: Multipurpose room: 2 hour minimum, \$150.00 per hour.

Parking lot rental only: \$200.00 per day
 - g) Facility must be closed and secured by 11:00 P.M.
 - h) Maximum capacity of multipurpose room is sixty (60) persons
 - i) All kitchen appliances and supplies belong to the District. If user will be serving beverages they must be supplied by the renter. All beverages must have a lid, or be in a can or non glass bottle (such as water or soda). No food is allowed in the multipurpose room without prior written approval by the District. Representative making the reservation must be present

throughout the scheduled event.

j) There is one restroom in the multipurpose room. Standard supplies will be provided by the District.

k) Multipurpose room and parking lot are located at Fire Department Quarters. Emergency calls or conditions that conflict with scheduled events have priority. Events may be terminated by the Fire Chief. Reimbursement of fees will be prorated or event rescheduled.

DISTRICT RESPONSIBILITY:

1. District staff will solicit one individual at each rental site to administer the rental agreement, resolve schedule conflicts, open and close the facility and provide pre and post facility inspection.

Date: _____

Name of Organization _____

Contact Name _____

Mailing Address _____ City _____ Zip _____

Proposed date of use: _____ between hours from _____ to _____

Number of persons expected to be in attendance _____

Applicable fee _____

Security deposit _____

total _____

Certificate of Insurance must be submitted at least ten (10) days prior to the event

Proof of Insurance _____

I, on behalf of the above group or organization, agree to comply with all of the rules and regulations of the _____

I agree to be responsible for all the people in our group/organization; as well as restoring all facilities to their original condition after use.

Signature _____ Phone _____

Printed name _____

Remit to: _____

Signature Pliocene Ridge Community Services District representative

Signature _____ Date _____

Printed name _____