

## **Town of Oswego Fire District Rules and Regulations for Facility Use**

The rules and regulations for use of the Fire District facilities will be strictly enforced.

1. A current member of the Oswego Town FD or Fire District Commissioner must request the use of the facilities.
2. The individual requesting the use of the facilities will be responsible for enforcement of these rules and must be present during the entire time the facilities are in use.
3. Use of the facility is restricted to the requesting individual and their guests.
4. Any damage to the Fire District facilities will be the responsibility of the individual who signed the application requesting use of the facilities.
5. Individuals requesting use of the facilities acknowledge that they have read and understand the rules and regulations regarding facility use. They also acknowledge that they agree to uphold these rules and regulations and any state or local laws pertinent to the facility use. This acknowledgement is documented by the signing of the request application.
6. Individuals requesting the use of the facility agree to strictly enforce the fire department rules, fire district rules and New York State Laws concerning the use of alcoholic beverages.
7. Non-members are not permitted in any part of the facility other than those area agreed to in the application for facility use.
8. The district reserves the right to impose additional restrictions on the use of the facility.
9. The facility and all associated areas including bathrooms and kitchen areas must be left clean when the use of the facility is completed. Associated areas include, but are not limited to, the parking lot and outside areas.
10. All left over food must be removed at the conclusion of the event.
11. All tables and chairs will be returned to their original positions unless alternate arrangements are made.
12. Floors must be swept or mopped and runners vacuumed if necessary.
13. Parking for non-members will be in the court/rear meeting room-parking area. At no time shall guests park in the areas meant for firefighters responding to alarms. Special attention must be given to ensure that access to the equipment is not hindered.
14. No decorations will be taped, tacked, or glued to the walls or ceilings.
15. All decorations must be removed at the completion of the event.
16. The kitchen area in the rear meeting room is available for use during events if requested on the application.
17. The commercial kitchen area in the main part of the fire station is also available for use if requested on the application. Use of the ovens and stove in this area are available for use provided the member is trained in their operation.
18. The dishwasher, dishes and supplies in the commercial kitchen area are NOT for use.

19. All clean up must be completed immediately following the conclusion of the event.
20. The sale of tickets or charging admission is forbidden.
21. All trash will be removed from the premises.
22. Failure to abide by these rules will result in termination of all privileges pertaining to future use of the facilities.

The member should keep these rules for future reference. The only page that needs to be submitted to the Fire District is the application page.

**Oswego Town Fire District  
Facility Use Form**

Please print all information. This application must be submitted to the Board of Fire Commissioners prior to their regular monthly meeting for approval.

Name of person requesting use of facility: \_\_\_\_\_

Requested date of use: \_\_\_\_\_

Requested times (beginning and ending times): \_\_\_\_\_

What will the facilities be used for (please describe): \_\_\_\_\_

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Number of people anticipated at the event: \_\_\_\_\_

Describe the area you are requesting to use (please be specific): \_\_\_\_\_

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Special comments/requests: \_\_\_\_\_

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I have read and understand the above rules and regulations regarding the use of the Fire District facilities and I agree to abide by these rules when using the facility.

Member's signature: \_\_\_\_\_

Date of application: \_\_\_\_\_

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Date application received: \_\_\_\_\_

Date of Fire District meeting where application discussed: \_\_\_\_\_

Board of Fire Commissioner's decision - APPROVED DENIED

Comments: \_\_\_\_\_

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