



## FIRE STATION 4 COMMUNITY ROOM USE APPLICATION

Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_  am  pm until \_\_\_\_\_  am  pm

Type of Event \_\_\_\_\_ # Attending \_\_\_\_\_

Contact Person \_\_\_\_\_ City Resident \_\_\_\_\_ Non-City Resident \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_ Driver's License # \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone/Business Phone \_\_\_\_\_

Name of Group/Event/Company \_\_\_\_\_

Organization with valid Non-Profit status (Proof of Non-Profit required) (Check if applicable only)

*I hereby certify that I am the authorized and responsible representative of the petitioning group, that the above statements are true to be the best of my knowledge, that I have received and read a copy of the rules and regulations governing the use of the facilities; and that our group will comply with the regulations, policies and fee schedule governing the use of the facility.*

*The undersigned applicant hereby agrees to indemnify and save harmless the City of Monroe from and against any and all loss, costs, damages, expense and liability causes by any accident, illness (communicable diseases such as MRSA, influenza and COVID-19) or other occurrence causing bodily injury or property damage or damage for libel or slander to any person or property arising from or out of the use or occupancy of the premises by the undersigned applicant, its agents, employees, or invitees.*

***The person to whom this facility use permit is issued is the contact person and must be on the premises during the entire event and have the approved permit in his/her possession during the time of approved use. I understand that any special arrangements must be made in advance. Failure to disclose all information and failure to comply with regulations will mean forfeiture of my sue reservation. I certify that the undersigned is at least 21 years of age.***

Today's Date \_\_\_\_\_

Signature \_\_\_\_\_

### Facility Use Regulations

1. Fire Station 4 Community Room is reserved for Fire Department, City of Monroe and other Governmental Agency use Monday through Friday.
2. The Community Room is available for use, free of charge, to City Residents, City Businesses, City Employees and Retirees, and Non-Profit organizations serving the City on Friday evenings, Saturdays and Sundays.
3. No DJs or loud music allowed.
4. Any flyers advertised for any private event cannot contain the City of Monroe logo.

5. Large rental items or large items (smokers, large grills etc.) are not allowed.
6. Inflatables, bounce houses, etc. are not allowed.
7. The Community Room is available for private rentals only. Rentals or events that are advertised or open to the public are not allowed.
8. No admission fees may be charged at the door or entry; no concessions may be sold; no admission fees shall be used for personal financial gain.
9. Individuals listed on rental forms are responsible for the facility during the rental period. Please provide adequate supervision of children and all guests.
10. Renter must leave the facility as it was found. Trash should be placed in receptacles. Floors should be swept and tables and chairs must be cleaned and left as the renter found them.
11. Confetti, streamers and water balloons are not allowed at any rental event. No tape, staples or glue is allowed to be used be on the walls and ceiling.
12. Failure to leave the Community Room facility or amenity as you found it could result in suspending the responsible party's ability to reserve for future functions.
13. Functions may not begin before the designated time listed on the facility use application. Set up and break down time must be included in the reservation time. All events must end by 10:00pm.
14. Renter must have a copy of the approved permit at the time of their event.
15. Person listed on Usage Application must be present at the facility for the duration of their reservation.
16. Outdoor space at the Fire Station, including parking lots, is not available to reserve for special events.
17. Use of alcohol and tobacco products are strictly prohibited.
18. No stages of any kind are permitted.
19. Maximum capacity is 100 people.
20. Reservations are not accepted more than six months in advance.

**ADMINISTRATIVE USE ONLY:**

Facility Use Application: Approved\_\_\_\_\_ Not Approved\_\_\_\_\_

Staff Signature\_\_\_\_\_ Date\_\_\_\_\_