

Monroe Fire Station #4
Community Room Facility Use Guidelines and Regulations
Physical Address of Community Room: 3907 Old Charlotte Highway, Monroe, NC 28110

Use of the facility is for the following, free of charge:

- 1-City of Monroe Programs
- 2-Residents and businesses located inside the City of Monroe
- 3-City Employees and retirees
- 3-Governmental Agencies
- 4-Non-profit organizations that provide service inside the City of Monroe

Rental guidelines are as follows:

Events can be scheduled in the room from 6 pm on Friday through 10 pm on Sunday. All events will need to end at 10:00 pm with clean up and the room being vacated.

1. **Maximum capacity: 100 people** (abuse of this rule will result in the suspension of the rental).
2. Reservation times need to include set up and clean up times. Evening events will need to start clean up at 9:00 pm. Room needs be vacated by 10:00pm.
3. No one is allowed in the fire station area for any reason during the rental unless accompanied by fire personnel.
4. Renter is responsible for the rental facility and the grounds outside of the rental area.
5. Only cake candles or battery powered candles are permitted.
6. There are no kitchen facilities available with the use of this room. A standard size refrigerator is available in the back of the room. There is a microwave and coffee maker in the room. Chafing warmer pans with sterno fuel cans are allowed.
7. All items will need to be removed from the refrigerator, cabinets and counters in the room once the event ends. Any items left will be discarded.
8. The lobby area is not allowed to be used as a food serving area.
9. Prior to leaving, floors should be swept, please spot mop any spills. Counter area, tables and chairs should be wiped off.
10. No animals are allowed inside or outside of Community Room unless they are service animals.
11. The Lobby area should be kept free of tables at all times as this is a public entrance. Sign up tables should be set up in the community room. Do not move furniture from the lobby area into the community room or from the community room into the lobby.
12. Check restrooms to see if any major clean-up is needed.
13. All trash (community room and restrooms) should be removed from the building and placed in the appropriate containers located outside of the building, at the back entrance. Additional trash bags are located in the cleaning cabinet beside of the vending machine.
14. No DJs or loud music is allowed.
15. Any flyers advertised for any private event must be approved by the City of Monroe before distribution.
16. Large rental items or large items (smokers, large grills etc) are not allowed.
17. Inflatables, bounce houses, etc. are not allowed.
18. The Community Room is available for private rentals only. Rentals or events that are advertised or open to the public are not allowed.
19. 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.
20. Individuals listed on rental forms are responsible for the facility during the rental period. You must provide adequate supervision of children and all guests.
21. 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.
22. Confetti, streamers and water balloons are not allowed at any rental event. No tape, staples or glue is allowed to be used on the walls and ceiling.
23. 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.
24. All functions must begin at the designated time listed on the facility use application. Set up and break down time must be included in the rental time. All events must end by 10:00pm.

25. Depending on the type of rental, other city permits may be required before the rental is approved.
26. Renter must have a copy of the approved application at the time of their event.
27. Person listed on Usage Application must be present at the facility for the duration of their rental.
28. Outdoor space at the Fire Station is not available for special events open to the public.
29. Use of alcohol and tobacco products are strictly prohibited.
30. No stages of any kind are permitted.

The City can/will in times of urgent need **cancel your reservation without prior notice.**

Please do not return Facility Use Application to the Fire Station

Facility Use Agreement Application must be submitted before a reservation can be confirmed. Reservation paperwork can be emailed, faxed, mailed or hand delivered to Fire Administration located at 117 N Church St. Monroe, NC 28112.

Cancellation notices can be made by the person whom reserved the room at (704) 282-4726 or mfdcommunityroom4@monroenc.org, and must be done prior to the date of the event.

There are 10 round tables (5ft) and 20 rectangle (18" x 72") and 100 stackable chairs. Rectangle tables are normally set up in the room in a classroom/meeting style. Extra tables are located in the closet closest to the windows. Additional chairs are located in the 1st and 3rd closet. The middle closet is locked. The responsible person named on the Facility Use Application form will be responsible for setting up the tables and chairs in the configuration they need. **After the event the room will need to be set back up in the same configuration as it was set up upon arrival.** Please do not drag/push the tables or chairs across the floor as this will scratch the floor's surface.

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