

Jay Fire District

Jay, NY

Fire District Policy and Procedure

Policy Name: Station Use Policy

Date Issued: July 11, 2017

Date Effective: July 11, 2017

Revised: January 2020 – format only

Review Date: January 2020

The following “*Station Use Policy*” has been established by the Jay Fire Department and the Board of Fire Commissioners for use of the Fire Station for the special events by the residents of our community. It is done to help give back to the community which has been a strong supporter of our endeavors.

It is the policy of the board to try and accommodate your request and normally is not a problem unless you date for using the station has either a previous party or event scheduled.

** Just a reminder that this building is a fire station and that if an emergency should happen during your event that the fire personnel will be responding and may cause some disruption.

Written applications for use of station

Any person or organization requesting to use the fire station to hold an event must do so in writing prior to the Board of Fire Commissioners meeting using approved application form.

Upon completion, the application it must be forwarded to the President or Vice-President of the Fire Department for his/her review. If there are not conflicting dates and you have signed the application agreeing to the Station Use Policy your application will be forwarded to the Board of Fire Commissioners for final approval.

Parking Restrictions

NO VEHICLE shall be parked in front of the **bay doors at ANY time or in the main driveway area**, so as to allow sufficient room for emergency vehicles to exit and return to the station. This includes the area near the main road as emergency vehicle must have sufficient room to maneuver.

Off limits areas

1. **NO** person shall be permitted into the Radio room at any time unless permitted to use the phone by the Fire Department member, who will be present during your event to assist you with any concerns which may arise. The phones may be used in an emergency.
2. Chief's office and cellar are off limits.
3. Trucks are off limits to all non-fire personnel.
4. No tables or other items will be placed in front of gear.

Smoking

Smoking is NOT permitted inside the station. Smoking is permitted outside the station - NOT in front of the Truck Bay doors. Those that do smoke are asked to please pick up after themselves.

Restrictions on Decorations within Building

1. No thumb tack, push pins, or other sharp objects can be used to affix any decoration to the building. You can use scotch tape to hang decorations.
2. Nothing can be hung from any door openings either inside walls or exterior exit doors.
3. No items can be hung from emergency exit signs or fire extinguishers
4. Nothing can be affixed to any of the plaques on the walls or any part of the sheet rock on the interior wall of the meeting room.
5. Any decorations in the kitchen must be away from any hot appliances or cooking stoves or grills.
6. Light weight crate paper type ribbon can be used but must be affixed with scotch tape.

Set up and Take Down of Any Decorations

1. You can set up the night before **BUT** remember that should a fire call happen during the night that you may need to redo some items. When you decide to decorate a member of the fire department must be present and if a question should arise, they will be able to answer it.
2. If you move any table or chairs, they must be returned to the position they were prior to your party.

3. After the party you will be responsible for ensuring that all decorations are removed and disposed of.

4. All floors must be swept after use.

Kitchen Use

1. If you use any of kitchen equipment it must be cleaned and put back into proper place.

2. Kitchen stove must be cleaned and turned off after its use.

3. Warming table - make sure there is at least an inch of water in the base of each compartment to be used prior to turning it on and that all the temperature controls after use and compartment drained of water.

4. All pots, pans or cooking utensils used must be cleaned and returned to its proper place.

5. Floors must be swept, and all spills cleaned - if necessary, mopped.

Trash Removal

All trash must be removed from fire station. If you bring it in, you will take it out with you.

Alcohol

If alcoholic beverages will be consumed during the event, the Lessee will obtain liability insurance in the amount of \$1,000,000 per occurrence for personal injury, bodily and property damage. The Jay Fire Department and Jay Board of Fire Commissioners shall be named as additionally insured and shall be primary to any other insurance policies. See the attached hold harmless agreement.

By Order of Board of Fire Commissioners - Jay Fire District

Chairman Board of Fire Commissioners

Station Use by Fire Department Members and Retired Members

Members of the Fire Department may use the station to host functions for family members and close friends with the following restrictions.

The member must contact the Fire Department President, Chief, and a Fire Commissioner to check for scheduling conflicts.

The function should not interfere with the ability of the Fire Department to respond to calls.

The member is responsible for the behavior of their guests.

The member is responsible for making sure the station is left in the same condition or better than it was prior to the function.

Any trash, as a result of the function, will be removed from the property at the end of the function.

The Board of Fire Commissioners reserves the right to restrict or deny the use of the station at any time.

Jay Fire Department & Jay Board of Fire Commissioners

13039 Route 9N, P.O. Box 183
Jay, NY 12941 (518) 946-2552

Application for Use of the Jay Fire Station

Date: _____
Name of Organization requesting use: _____
Address: _____ Phone: _____
Contact Person: _____ Phone: _____

Date Requested for Building Use: _____ Day of week: _____
Time: _____ am/pm To: _____
am/pm

Type of event held: _____
Kitchen use requested: _____ Yes _____ No

Will alcoholic beverages be consumed: _____ Yes _____ No

Copy of Station use policy given to: _____
By (name and title) _____ on _____

I, _____ having been given a copy of the station
use policy agree to abide by the established policy.

Signature: _____ Date: _____
Witnessed by: _____ Date: _____

***** Jay Fire Department Use Only *****

Approved by: _____ Title: _____ Date: _____
Disapproved by: _____ Title: _____ Date: _____
Reason for disapproval: _____
Date & Name of Person notified of disapproval: _____

***** Jay Board of Fire Commissioners *****

Meeting date presented: _____
Approved: _____ Disapproved: _____ Reason: _____
Date & Name of Person notified of disapproval: _____

Insurance certificates provided _____
Hold harmless agreement signed _____

Special Instructions or Limitations:

