

## **Procedure Title:** Chincoteague Volunteer Fire Company Facility Use

**Created:** February 22, 2017 **Revised:** March 20, 2017

**PURPOSE:** This procedure defines the processes and use of the Chincoteague Volunteer Fire Company (CVFC) Firehouse Dining Hall and associated areas.

**SCOPE:** All CVFC members, non-members, public.

### **STATEMENT OF PROCEDURE:**

In conjunction with the CVFC Auxiliary, the CVFC has oversight on all aspects on the availability and use of the Dining Hall and associated areas. There are pre-planned events for which the Auxiliary provides oversight on and in most cases, these events are scheduled annually. The Auxiliary may schedule additional functions on a case-by-case basis, functions that prove profitable for CVFC. The Auxiliary has first refusal rights for any requests to prepare and serve food in the Dining Hall. The public and community (Public) may submit requests to hold private, public, and community events in the Firehouse.

#### **Section 1:** General Use Requirements for all Events:

- All equipment located in the Firehouse is owned by CVFC. At no time is any person(s) authorized to remove any equipment from the Firehouse to include, but not limited to, the following:
  - Tables, Chairs, Podiums, Banners, Sound Systems, etc.
  - Cups, Plates, Knives, Forks, Spoons, Paper Towels, Trash Bags, Toilet Paper, etc.

**NOTE:** CVFC does purchase consumable items for internal arranged socials, meetings, drills, or operations. These items are available for participant use.
- There is no smoking allowed in the firehouse.
- All events shall be concluded by 1:00 a.m. the following day.
- All entertainment shall be at the choice and price burden of the requesting party.
  - CVFC will not support and assumes no responsibility or liability for any aspect(s) of the requesting party's entertainment.
- Cash bars are available and provided by CVFC.
- Members shall have first choice over any non-member and public request for use of the dining hall.
  - Fees are waived for members and their dependents
- All requests for non-member and public use of the Firehouse shall be submitted in writing to CVFC at least sixty (60) days in advance of the scheduled event.

#### **Section 2:** Non-member and public event requests, where food is to be prepared and served by CVFC:

- The following fees shall be paid in advance:
  - \$200.00 cleaning fee. (Deposit that may be returned if CVFC has no hand in cleaning)
  - \$200.00 electric/heat/water expense.
- The Auxiliary shall prepare and perform all cooking and serving.
  - The Auxiliary shall set a price per plate based on the menu selected by the requesting party.
  - No other cooking, in or around the Firehouse, is authorized.

**Section 3:** Non-member and Public event requests where food is not to be prepared and served by CVFC; food to be provided by the requesting party:

- The following fees shall be paid in advance:
  - Attendance under 50 people- \$100.00
  - Attendance 50 to 100 people- \$150.00
  - Attendance over 100 people- \$200.00
- Cleaning of the reserved area shall be at the expense and burden of the requesting party.
  - No trash is to be left behind in or around the Firehouse.
  - Failure to properly clean the reserved areas may result in the inability to reserve the Firehouse for future events.

**Section 4:** Any changes or modifications of this procedure can be addressed at any regular or special meeting. At that time CVFC may or may not approve the request(s) for change. **NOTE:** Prior to any changes to this procedure, the Auxiliary shall be notified for comments, suggestions, and inputs prior to CVFC final approval.

**Reference:** Chincoteague Volunteer Fire Company Dining Hall Application