

Procedure Title: Chincoteague Volunteer Fire Company Facility Use

Created: February 22, 2017 **Revised:** November 19, 2019

PURPOSE: This procedure defines the process for use of the Chincoteague Volunteer Fire Company (CVFC) dining hall and associated facilities.

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

STATEMENT OF PROCEDURE:

In conjunction with the CVFC Auxiliary, the CVFC has oversight on all aspects of the availability and use of the dining hall and associated facilities. The Auxiliary provides oversight on pre-planned events for which and, in most cases, are scheduled annually. The Auxiliary may schedule additional functions on a case-by-case basis 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 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 internally 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 and all personal items removed by 1:00 a.m. the following day.
 - All personal items such as decorations, flowers, table toppers, etc. shall be the burden of the requesting party.
 - CVFC will be responsible for the setup and take down of all tables and chairs for all events.
- 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.
- A Cash Bar is available and provided by CVFC. This is non-negotiable.
 - For a Cash Bar:
 - The cost of the ABC permit shall be paid by the requesting party to CVFC no later than 48 hours prior to the event.
 - The CVFC sets the price for the beer, wine, and sodas and mixed drinks.
 - Attendees are required to pay each time they visit the bar.
- Members shall have first choice over any non-member and public requests for use of the dining hall.
 - With the exception of the cleaning fee, all other fees are waived for members and their dependents
- Any damages to the facility, parking lots, and/or equipment shall be at the expense of the requesting party, to include members. A thorough walk through of the dining hall, restrooms, and parking lot shall be conducted with an officer of Fire Company or an Auxiliary member prior to the requested event and immediately after the event.

- All requests for non-member use of the Firehouse shall be submitted in writing to <mailto:reservations@cvfc3.com> at least sixty (60) days in advance of the scheduled event.
- The rental fee for the dining hall is \$200 dollars per hour for the first two hours. Each hour of rental after the first two hours will be \$150.00.
 - The rental fee for members and dependents is waived.
- Throughout all events, a CVFC Officer or Auxiliariist will be onsite to assist and/or to provide oversight of the dining hall facility.
- Failure to comply with this procedure may result in the inability to reserve the dining hall for future use.
- Cancellation of an event(s) must be submitted in writing 48 hours prior to the scheduled event in order to receive a full refund. Cancellation requests are to be submitted to <mailto:reservations@cvfc3.com>.

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.
 - Cleaning fees can be reimbursed to CFVC members that choose to clean the dining hall and its associated facilities themselves only after a passing an inspection performed by a CVFC Officer or Auxiliariist.
- 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:
 - \$200.00 cleaning fee.
 - Cleaning fees can be reimbursed to CFVC members that choose to clean the dining hall and its associated facilities themselves only after a passing an inspection performed by a CVFC Officer or Auxiliariist.
- All outside caterers are required to provide documentation of licensure and insurance.
 - Outside caterers who use the CVFC kitchen and equipment for preparation and serving of food are required to pay a \$500.00 deposit. The deposit will be refunded, in the full amount, only after the dining facility has been inspected by a member of the Auxiliary or an Officer of the CVFC.

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