

REYNOLDS VOLUNTEER FIRE DEPARTMENT COMMUNITY ROOM REGULATIONS & RENTAL AGREEMENT

Reservations:

Reservations may only be made through the RVFD Auxiliary's Calendar Coordinator via e-mail rental@ReynoldsFire.com or call Elizabeth at (828) 628-7958.

The room can not be booked more than three (3) months in advance.

The person responsible for the rental must be at least 18 years of age or older and must be present at all times during the rental.

Maximum capacity is 100.

The hours of rental must fall between 8 am - 10 pm. This means the room must be cleaned & vacated by 10pm.

Music and loud noise must be stopped by 9 pm. (Firemen are upstairs & in the building at all times.)

Restrictions:

1. No alcohol on premises. (Wedding champagne is the only exception.)
2. No illegal drugs.
3. No smoking in building. (Smoking outside is permitted. Properly dispose of cigarette/cigar butts.)
4. Do not put nails, glue or permanent adhesive into or on walls.
5. Do not sit on counter tops or tables.
6. Stay out of bays and off the fire trucks and equipment.
7. Do not block the walkway between the doors to the bays. In case of an emergency, firefighters will have to move very quickly through this area.

Parking is only at the east & west ends of the building. Do not park in front of engine bays.

Clean-up:

The facility must be left clean and free of all trash and decorations. It must be swept and mopped if needed. Tables used have to be wiped clean and put away in closet. (Do not drop tables on the floor nor slide the tables across the floor.) Return chairs to the rack. Take the trash to the dumpster out back on the west end of the building. Re-line the trash cans with new bags that are located in the cabinet under the pass-through window next to the sink. If using the kitchen, clean counter tops, stove, oven, microwave, sinks, coffee pots and floor.

Rental Fees:

The room rental fee is \$50 for up to 6 hours and then \$10 per hour for each additional hour. The kitchen rental fee is an additional \$50. Fees must be paid at least two (2) weeks prior to date of reservation. A \$50 separate check for deposit is required. This deposit will be held and refunded if facility is left in good/clean condition and the rules are followed.

Checks for fees/deposit are to be made payable to "RVFDA" and mailed to RVFDA,
235 Charlotte Hwy., Asheville NC, 28803.

The reservation will be confirmed by phone or email after receipt of checks & signed form.

Cancellations must be made by one (1) week prior to date reserved in order for a refund. A \$50 fee will be retained if proper notification is not given for cancellation.