

**COMMUNITY ROOM RENTAL AGREEMENT  
MONTOUR FALLS FIRE DEPARTMENT  
(Updated 01-24-2014)**

**Rental Fees & Security Deposit:**

- Full rental (4-24 hours) fee with or without the use of the kitchen \$250.00.
- Full rental (up to 4 hours) fee with or without the use of the kitchen \$125.00.
- Full rental (up to 2 hours) fee with or without the use of the kitchen \$100.00.
- Reduce fee for "Not-for-Profit Organization" (4-24 hours) fee with or without the use of the kitchen \$150.00.
- Reduce fee for "Not-for-Profit Organization" (up to 4 hours) fee with or without the use of the kitchen \$100.00.
- Reduce fee for "Not-for-Profit Organization" (up to 2 hours) fee with or without the use of the kitchen \$50.00.

All current active members in good standing of the Montour Falls Fire Department, Honorary or Past members of the Montour Falls Fire Department with 5 or more years of service may use the Community Room free of charge, but must pay the required security deposit and have the required liability insurance as listed below.

A security deposit of \$100.00 will be required from all renters of the community room. This payment is in addition to the fees listed above. This \$100.00 deposit is due with this signed rental agreement at time of reservation. The deposit is fully refundable if the building is properly cleaned and there is no assessable damage. (as determined by the community room manager.)

Any fee waivers must requested in writing 45 days prior to the reserved date and approved by the membership.

If the rental is canceled without 30 days written notice of the scheduled event the deposit will be forfeited.

The rental fee and insurance certificate as noted below is due no less than 2 week prior to the event.

**Liability Insurance & Alcohol Hold Harmless: (required in all cases, with or without fee)**

- Proof of liability insurance (a minimum of \$300,000.00 for individuals under his/her homeowner's / renter's policy, or a minimum of \$1,000,000.00 for businesses, naming the Village of Montour Falls and the Montour Falls Fire Department, Inc. as certificate holder) is required. Proof of liquor liability insurance will be required if alcohol is to be served or sold at the function. (Host Liquor Legal or Liquor Legal)
- The undersigned hereby agrees to indemnify, defend, and hold harmless the Montour Falls Fire Department, Inc against premises claims brought by any person or entity.
- The purpose of this policy is to set forth the position of the Montour Falls Fire Department, Inc. with regard to alcohol consumption. Our position is that if one chooses to drink alcohol at social events one should be guided by maturity, restraint and regard for the well being of others.
  1. No individual under the age of 21 is permitted to purchase or consume alcoholic beverages on these premises. Any individual under the age of 21 seen purchasing or consuming alcoholic beverages will be removed from the premises with the proper authorities notified.
  2. Proof of age may be required of any guest utilizing our community room and consuming alcohol.
  3. It is the policy of the Montour Falls Fire Department, Inc to discontinue an event if we believe individuals are becoming intoxicated or unruly. Law enforcement will be contacted if necessary.
  4. Any individual who chooses to consume alcohol is strongly encouraged to refrain from driving and to designate a driver who has not been drinking as his or her only source of transportation.

The above mentioned rules and regulations have been formulated for the safety of our guests utilizing our community room.

**Common Building Rules:** Maximum capacity of the Community Room shall be 200 persons and may not be exceeded without the expressed written consent of the Montour Falls Fire Department.

- All social activities within the Community Room must cease at 12:00am and the building vacated by 1:00am sharp.
- No smoking allowed within the building.
- No decoration tape on the ceiling, walls, or fixtures of the building. Decorations are allowed on ceiling hangers.
- No parking in the lot on the south end of the building near the apparatus bays; this area is reserved for firefighters in the event of an emergency. **NO PARKING in the Post Office lot out back of the building, until after 5:30pm.**

**Cleaning & Refunds:** The facility must be clean upon vacating the premises including entrance hall, Community Room, bathrooms, along with the bar room and the kitchen if used. All tables and chairs must be folded and placed on the appropriate racks in the storage room. All floor areas used for the event must be swept and mopped regardless of their condition. All trash must be placed in the dumpster at the rear of the building. See additional cleaning requirements below.

Full deposit will be returned only if the following conditions are satisfied:

1. There is No property damage.
2. All decorations removed from hall.
3. Floors swept and damp spot mopped.
4. Place garbage in **dumpster out back next to the Generator** and place new bags in containers.

\*\*\*\*\* **DO NOT USE CHICONE BUILDERS DUMPSTER** \*\*\*\*\*

5. Table's washed and returned to proper racks.
6. Chairs returned to **proper** racks, Blue chairs on one rack only.
7. Kitchen (if used) cleaned and left in order it was found.
8. Winter Heat or Summer Air conditioning thermostat set at 72 deg.
9. Lights off.
10. Doors locked.
11. Keys returned and any issues reported to Hall Rental manager. **Tammy Thomas 607-742-1893**

The Community Room Manager will have the responsibility of inspecting the facility for damage and rule violations and may at his / her discretion refuse to refund any part or all of the security deposit.

Cancellation refunds will be given with written notice 30 days prior to the reservation minus the security deposit.

The community room shall be the responsibility of the individual renting the facility to see that the building rules are observed and that rooms are properly cleaned following the event. Any violations of the building rules or damage to the facility would result in forfeiting of the security deposit.

|                                       |                                 |                           |
|---------------------------------------|---------------------------------|---------------------------|
| _____<br>*Reservation Date*           | _____<br>Date of Signing:       | _____<br>Chairs required: |
| _____<br>Renter:                      | _____<br>Date:                  | _____<br>Tables required: |
| _____<br>MFFD Community Room Manager: | _____<br>Deposited Amount Paid: | _____<br>Date:            |
| _____<br>Rental Fee Amount Paid:      | _____<br>Date:                  |                           |
| _____<br>Received:                    | _____<br>Date:                  |                           |

**(Liability Insurance & Alcohol Hold Harmless:** (required in all cases, with or without fee)