



SHEPHERDS FIRE-RESCUE



2014 Charlotte Hwy • Mooresville, NC 28117 • 704-663-1245 • Fax 704-662-8248 www.shepherdsfire.com

COMMUNITY ROOM RESERVATION/RENTAL AGREEMENT

PLEASE PRINT CLEARLY

Event Date: _____ Event Time: _____ AM/PM Number of Attendees: _____
(Cannot exceed 75 people)

Reservation

Time—From: _____ AM/PM To: _____ AM/PM Total Hours Reserved: _____
(Room available between 8:00 AM – 10:00 PM; Two-hour minimum required on all rentals; Reservation time must include setup and cleanup time)

Event Contact Name
(Lessee): _____

Phone Number: _____

Email Address: _____

Phone (day of event): _____

Group/Organization: _____

Event Description: _____

Total Rental Fee: _____ Deposit: _____
(\$25 per hour) (\$50 to secure reservation)

Cash/Check #: _____ Date: _____

Balance Due: _____ Paid: _____
(Balance due before event)

Cash/Check #: _____ Date: _____

The Event Contact as written above (hereinafter referred to as the "Lessee") shall be responsible for all persons who attend the event and shall ensure that all persons act in an orderly, responsible and safe manner. Shepherds Fire-Rescue, Inc. (hereinafter referred to as the "Organization") retains the right to terminate the event or expel any person or persons who are deemed to be unruly, unsafe, illegally or acting with dangerous behavior or who are in violation of any other clause of this Rental Agreement. The Lessee shall also be responsible for any damage to the Organization's Community Room, restrooms, kitchen, vestibule, hallway and parking lot hereinafter referred to as the "Rental Area"), regardless of cause and shall promptly reimburse the organization in full for such damages.

In consideration of the leasing of the Organization's Rental Area to the undersigned, the undersigned hereby releases the Organization, its officers, directors, members and employees (hereinafter collectively referred to as the "Organization Parties") from any and all suits, actions, compensation, consequential and punitive damages, any and all property damage, personal injuries, illnesses, death resulting from any occurrence or accident that may occur as a result of or arise out of leasing or use of the described Rental Area by the Lessee.

This Rental Agreement shall be governed by the laws of the state in which the Rental Area are located. The parties agree that jurisdiction and venue shall lie exclusively in the appropriate trial court of the county/parish/town/ village in which the Rental Area is located, or, if appropriate in the United States District Court for such county/parish/town/village.

The undersigned hereby agrees to indemnify, defend and hold harmless The Organization Parties from any claims brought by any person or entity arising out of or related to this agreement.

In the event that any court of competent jurisdiction enters a final order determining that any provision of this Rental Agreement is unenforceable, all other provisions of this agreement shall survive and continue in full force and effect.

By my signature below, as Lessee, I take complete responsibility for the use of the Rental Area for my private, group or organization's event. **I further acknowledge that any information that I have provided is true and accurate to the best of my knowledge and belief. I agree that prior to signing this application, I have read a copy of the attached Community Room Information, Rules and Regulations governing the use of the Rental Area, and agree that as the Lessee and responsible representative for this group or organization, I will take responsibility for our group or organization's compliance with all rules, regulations, policies and fees governing the use of the facility.** I also agree that all rent and fees shall be paid by the above due date and if such rent or fees are not paid, the confirmed reservation shall automatically and without notice become void.

Further, I agree both on my behalf and of those in charge of the event for which the Rental Area is being rented or leased, to assume all risks involved when using the space rented and agree that any materials added to the space specific for the event are my sole responsibility and Shepherds Fire-Rescue, Inc. assumes no responsibility for my use of such materials. By my signature below, I also understand and agree that it is my responsibility to ensure that any materials brought in by the participants or those acting on their behalf is safe for the function for which I/we are using the room.

Lessee's Signature: _____

Date: _____

Lessee's Initials: _____

Shepherds Fire-Rescue Approval: _____

Date: _____

(acknowledging review of Community Room Information, Rules and Regulations)

****IMPORTANT: Your reservation is not confirmed until we have received your reservation form and the deposit due.**

SHEPHERDS FIRE-RESCUE

Community Room Information, Rules and Regulations

GENERAL INFORMATION:

The Community Room at Shepherds Fire-Rescue Station 1 is for the use of community members in Shepherds Fire-Rescue district.

Any member of the community can check availability of the Community Room by checking the online calendar on our website (www.shepherdsfire.com). You must be at least 21 years of age to reserve the room. If your desired date is available, please download the reservation form, fill out the requested information and send completed form, along with a deposit of \$50.00 (which will be applied to your total rental fee) to Shepherds Fire-Rescue, Inc. Room reservations are approved on a first-come, first-served basis and will not be finalized until completed reservation form and deposit have been received. You will be notified via email once your reservation has been approved.

The rental rate is \$25.00 per hour, with a minimum reservation of two (2) hours. (Please note: reservation time includes set up and clean up time, so please factor this into your request). The room is available no earlier than 8:00 AM, and no later than 10:00 PM.

Some exceptions to the rental rate include:

- Lessees living outside the Shepherds Fire district will be charged an additional fee of \$25.00
- Homeowners Association rate is \$25.00 per meeting
- Non-Profit businesses rate is dependent on nature of meeting and number of people expected
- Members of the Fire Department may use the room free of charge; donations are appreciated
- Special rates or waiver of rates may be granted at the Board of Directors' discretion and approval

RULES & REGULATIONS GOVERNING SHEPHERDS FIRE-RESCUE COMMUNITY ROOM USE:

- All activities must be confined to the first floor Community Room, kitchen and restrooms. All other areas of the fire department are off limits. The elevator and stairs are also off limits.
- Everyone must enter and exit the building through the double door main entrance.
- Restrooms are located in the hallway across from the Community Room.
- Children must remain in the building and under direct adult supervision at all times. Please **DO NOT** allow children to play outside. Remember, this is an operational fire department.
- No one will be allowed in the truck bays unless escorted by a Shepherds Fire-Rescue member.
- Parking must be within the marked parking spaces. **DO NOT** park vehicles in front of any truck or bay doors.
- Alcohol is not permitted either in the Shepherds Fire-Rescue building, or on the property.
- Smoking is not permitted inside the building.
- Firearms, or weapons of any kind, are not permitted on site, unless carried by Police or as approved by the Board of Directors.
- Vulgar language or activities, illegal drugs, gambling, solicitation or any games or activities prohibited by North Carolina, local or federal laws are not permitted on site.
- The Rental Area shall not be used for any purpose other than that as described in "Description of Event" on Rental Agreement.
- Fundraisers, not sponsored by Shepherds Fire-Rescue, are not permitted. The facility may not be used for personal gains or money-making efforts.
- Church or worship services are not permitted.
- Extremely loud music and/or noise and "horse-play" or any disruptive behavior is not permitted.
- Animals, except certified service animals, or those approved by the Board of Directors, are not permitted on site.
- The use of nails, hooks, tacks, tape, glue, sticky tack or screws into any part of the facility is not permitted.
- Decorations may not be attached to walls, floors, ceilings, doors, doorframes or tables unless approved by the Board of Directors.
- The televisions and audio-visual equipment are not to be used, unless explicitly requested by Lessee, and approved, in advance of event. Please note, if approved, an additional security deposit may be required.

- In the event of an emergency, dial 911.
- Please do not use the telephone (except for emergencies), but if you must use a landline, please limit use to local calling only and no more than five minutes in length.
- Facilities must be cleaned according to the Clean-up Procedures noted below.

Lessee shall be responsible for all claims, damage or accidents occurring in any part of the Rental Area caused by any act, omission, default, subcontractor, employees, patrons, guests, etc., admitted to facility by Lessee, or negligence of the Lessee. Lessee will pay Shepherds Fire-Rescue in cash, upon demand, a sum equal to the cost of repairing and restoring the Rental Area to its condition as of the commencement of this rental or at the option of and with the approval of Shepherds Fire-Rescue, will make such restoration and repairs at their own expense. Lessee agrees to indemnify and hold harmless Shepherds Fire-Rescue, Inc. from any such actions and damages. Furthermore, Shepherds Fire-Rescue, Inc. shall have no responsibility for injuries to any persons using the facility or to any vehicles parked outdoors.

Lessee will observe and obey all laws of the United States and the State of North Carolina; all applicable ordinances of Iredell County and the Town of Mooresville; all rules, regulations and requirements of the Iredell County Health Department; the Mooresville Police and Fire Departments and other municipal authorities of the Town.

Shepherds Fire-Rescue is not responsible for any lost or stolen property while the facility is in use.

Thank you for observing these procedures. They are in effect for everyone's safety and enjoyment.

AFTER YOUR RESERVATION HAS BEEN APPROVED:

1. During the week leading up to your reserved date, a representative from Shepherd's Fire-Rescue will email you a temporary passcode to allow access into the building. This code will be activated the day of the reservation and changed at the end of the reservation period to provide security to the building. The keypad is located to the right of the entrance door on the side of the building.
2. When you arrive to set up the room, please take note of the current condition of the Community Room, kitchen and restrooms. At the conclusion of your event, these areas must be returned to this condition. Please see "Clean-up" procedures below.
3. The reservation of the Community Room includes use of the adjacent kitchen, if needed. Kitchen supplies are not for community use, so please bring any and all towels, paper products, trash bags, food items, etc., that you will need. You may borrow the pots and pans, and may use the refrigerator, stove, and ice machine.
4. The Kitchen has four (4) doors that the Lessee and their guests are not permitted to access:
 - The closet labeled "STORAGE" contains the fire department's kitchen supplies and is for the firefighters' use only.
 - The door labeled "ELECTRICAL ROOM" should be locked—no one is permitted access to that room.
 - The door labeled "MAINTENANCE BAY" takes you to the outside bay area—no one is permitted in the bay area.
 - The door that is not labeled to the left of the "STORAGE" door takes you to the "LAUNDRY ROOM" area. This is not to be accessed by Lessee or their guests.

CLEAN-UP PROCEDURES:

1. Please wipe down all tables and chairs and place them back in the order they were found.
2. Please sweep the floor of the Community Room and the kitchen. Please wipe up any spills and if any floors need to be mopped, please email the Administrative Assistant so that we can have someone mop before the next event is scheduled.
3. Please thoroughly wash and dry any pots, dishes, etc., that you have used and return them to where you found them. Dishwashing detergent will be provided.
4. Please take any items you have placed in the refrigerator with you. Please wipe down the inside of the refrigerator, if necessary.
5. Please clean any appliances you have used, if necessary
6. Please take all trash to the dumpster in the back corner of the parking lot, behind the building.