

**City of Monroe - Fire Department
Station 4 Community Room
Facility Use Agreement**

Reservation paperwork must be returned the reservation will be cancelled on the calendar. Reservation paperwork can be emailed, faxed, mailed or hand delivered to Fire Administration.

Email completed form to mfdcommunityroom4@monroenc.org or fax: 704-282-4777

Mail: Community Room Coordinator at Monroe Fire Department, PO Box 69, Monroe NC 28111

Hand deliver to: Monroe Fire Department, 117 North Church St., Monroe NC 28112

Please do not take paperwork to the Fire Station.

- | | |
|---|---|
| 1. _____
Name of Individual/Business | 2. _____
Type of Function/Event |
| 3. _____
Mailing Address | 4. _____
Date of Rental |
| 6. _____
Contact Telephone Number | 5. From _____ To _____
Time of Event (including set-up/clean-up) |
| 8. _____
Organization/Business Associated with request | 7. _____
Email address |
| 10. _____
Printed Name of Responsible Person | 8. _____
Please indicate: Non-Profit/Personal |
| | 11. _____
Approximate Number of Attendees |

12. Will you need audio visual equipment (TV or Projector)? Yes No

There are 10 round tables (5ft) and 20 rectangle (18" wide x 72" length) and 100 stackable chairs.

Tables and chairs will be in the room however they will not be set up. The individual/group using the room will be responsible for setting up the tables and chairs in the configuration they need. After the event the room will need to be set back up in the same configuration as it set up upon arrival. Please do not drag/push the tables or chairs across the floor as this will scratch the floor's surface.

Special Remarks (More detailed guidelines are provided in separate document please read.)

1. No smoking in building, no alcoholic beverages or drugs allowed in building or on property. Violations will result in cancellation of event.
2. Attendance not to exceed 127 standing people and 107 people with tables and chairs per fire code.
2. Falsification of information or not following Community Room Usage Guideline is criteria for cancellation of event.
4. Cancellations must be made prior to the event by calling 704-282-4726 or email at mfdcommunityroom4@monroenc.org
5. Person named on line #10 and person signing is responsible for all participants using the facility plus any damages that may occur while using the facility. Applicant assumes responsibilities for all injuries, losses, and claims of any type arising out of the use of the City facility and does indemnify and hold the City and employees of the City harmless for any such losses or claims arising out of such use by the applicant. Person named on Line 10 must be present entire time of event and have copy of agreement with them.
6. **Trash must be removed from room and placed in trash containers as noted in the Community Room Usage Guideline document.**

Applicant also agrees to adhere to all guidelines in the "Community Room Usage Guideline" document. (Please read separate guidelines pages.)

By signing the responsible party agrees to the above "Special Remarks", and "Community Room Usage Guideline" documents.

Acknowledgement:

Signature Date

Acknowledgement of Reservation by Fire Department

Date Received: _____

Approved: Yes / No

If No – Reason: _____

Approved: _____
Signature Date

