

Monroe Fire Station #4
Community Room Facility Use Guidelines

Physical Address of Community Room: 3907 Old Charlotte Highway, Monroe, NC 28110

Please do not return Facility Use Application to the Fire Station

Decisions to grant facility use will be made in accordance with the following prioritized ranking of uses and user groups:

- City of Monroe Programs
- Non Profit Groups and other government agencies/departments
- City Resident
- Non City Resident

During times of inclement weather, reservations may be cancelled due to the need of the Community Room by City of Monroe.

NO SMOKING, ILLEGAL DRUGS, TOBACCO PRODUCTS OR ALCOHOLIC BEVERAGES ALLOWED IN THE ROOM, BUILDING OR ON THE PROPERTY.

Facility Use Agreement Application must be returned by date specified when inquiring about reserving the room or the reservation will be cancelled on the calendar. Reservation paperwork can be emailed, faxed, mailed or hand delivered to Fire Administration.

Cancellation notices can be made by phone by calling (704) 282-4726 or by email at mfdcommunityroom4@monroenc.org. Cancellation notices for the room need to be done prior to the event scheduled date. If canceling by email the date of the event, time and person responsible will need to be indicated in the email.

There are 10 round tables (5ft) and 20 rectangle (18" x 72") and 100 stackable chairs. Rectangle tables are normally set up in the room in a classroom/meeting style. Round tables are located in the closet closest to the windows. Additional chairs are located in the 1st and 3rd closet. The middle closet is locked. The responsible person named on the Facility Use Application form 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 was set up upon arrival. Please do not drag/push the tables or chairs across the floor as this will scratch the floor's surface.

Rental guidelines are as follows:

Events can be scheduled in the room for any day of the week between the hours of 7:00 am and 10:00 pm. All events will need to end at 10:00 pm with clean up ending at 11:00 pm and the room being vacated.

Tours during birthday parties may be available but are not guaranteed due to availability of firefighters, emergencies, etc. If you would like to schedule a tour please contact Capt. Katie Hinson at 704-282-4734 or kahinson@monroenc.org. The Community Room and station tours are 2 separate events and have to be scheduled separately.

1. **Maximum capacity: 127 people standing or 107 people with tables and chairs** (abuse of this rule will result in the suspension of the rental.)
2. Reservation times need to include set up and clean up times. Evening events will need to start clean up at 10:00pm. Room needs be vacated by 11:00pm.
3. No one is allowed in the fire station area for any reason during the rental unless accompanied by fire personnel.
4. Renter is responsible for the rental facility and the grounds outside of the rental area.
5. Renter must have a copy of the approved facility use application with them at the time of use.
6. Person listed on application must be present at the facility for the duration of the event.
7. Do not allow children outside of the room. Children should be supervised at all times. There are areas both inside and outside of the building that are unsuitable/unsafe for unsupervised children.
8. Smoking in building is prohibited. Violations will result in cancellation and suspension of event.
9. Alcoholic beverages or illegal drugs in building or on property is not allowed. Violations will result in cancellation and suspension of event and future use of the room.
10. No tape, glue or staples are to be used on the walls or dry erase board. No items hanging from the ceiling.
11. If using markers, pens or crayons please make sure that marks are not made on the floors, walls or tables.
12. Please do not allow children to use dry erase markers or other types of markers on the boards.

13. No drip candles are allowed. Only dripless or battery powered candles are permitted.
14. Renters will need to provide paper products for their events (plates, utensils, cups, napkins).
15. There are no kitchen facilities available with the use of this room. There is a standard size refrigerator in the back of the room to the right in front of the restrooms for use if needed. There is a microwave and coffee maker in the room. Chafing warmer pans with sterno fuel cans are allowed.
16. All food items will need to be removed from the refrigerator, cabinets and counters in the room once the event ends. Please do not leave food items in the room or in the refrigerator.
17. All food must be set up inside of the community room. Lobby area is not be used as a food serving area.
18. Low/soft music is allowed. If too loud fire department personnel can ask for music volume to be lowered.
19. Floors should be swept. Please mop any spills prior to leaving. Counter area should be wiped off.
20. Tables and chairs that are removed from storage closet must be placed back in the storage closet. Rooms should be set back up as to the way it was upon entering the room.
21. No bouncy house or other type of inflatables are allowed inside or outside of Community Room due to liability concerns.
22. No animals are allowed inside or outside of Community Room unless they are service animals.
23. The Lobby area should be kept free of tables at all times as this is a public entrance. Sign up tables should be set up in the community room. Do not move furniture from the lobby area into the community room or from the community room into the lobby.
24. Check restrooms to see if any major clean-up is need. Empty trash cans into large blue trash cans. Additional trash bags are located in the cleaning cabinet beside of the vending machine.
25. All trash (community room and restrooms) should be removed from the building and placed in the appropriate containers located outside of the building. Additional trash bags are located in the cleaning cabinet beside of the vending machine. Please see map below for trash container location.

Trash Container Location:

Trash containers are located to the right of the bay doors at the front of the station.

Trash containers are behind a brick wall.

Please place all trash bags inside of a container.

Go out front entrance and follow sidewalk across cement pad to trash containers.



Trash Containers are located behind wall.