



TOWN OF MAMARONECK FIRE DEPARTMENT
205 WEAVER STREET
LARCHMONT, NY 10538
(914) 834-2438

BUILDING USE POLICY

1. The Town of Mamaroneck (“Town”) and the Town of Mamaroneck Fire District (“Fire District”) recognizes that the Firehouse belongs to the people of the Town and since the building was established, maintained and operated by funds provided by local taxes, the Fire District recognizes and accepts the responsibility for making the Firehouse available to responsible local, non-profit educational organizations and associations in such a manner as to not interfere with the operations of the Fire Department. The Fire District may also permit the use of the Firehouse by other responsible organizations not located in the Town.

The Town and Fire District also recognizes that it is bound by law and must prohibit certain activities. Those activities prohibited include:

- a. Any activity that may be injurious to the building, grounds or persons.
 - b. Any activity in conflict with any Federal, State, local laws or regulations.
2. It is the Fire District and Towns intention to grant the use of the Firehouse under the Fire Department’s regulations, for activities of an educational, cultural, civic, social, recreational, governmental or general political nature which are sponsored by responsible, local persons, organizations or agencies. The Fire District and Town reserve the right to cancel any scheduled use of the building if a conflict occurs with necessary Fire District or Town Activities. Such cancellations shall be rescheduled at the earliest possible convenience.

The Board of Fire Commissioners authorizes the Chief of the Fire Department to approve and arrange for scheduling the use of the Firehouse by applicants satisfying the criteria listed above.

3. The Fire Department, because of its responsibility for protecting the buildings and property therein, may restrict use of space within buildings to certain times and areas. The Fire Department and its representatives must have free access to facilities at all times.
4. Smoking and alcoholic beverages are prohibited in the public meeting rooms of the firehouse. Nothing shall be affixed or attached to any part of the interior or exterior of the building without prior permission in writing from the Chief of the Fire Department.
5. Organizations receiving permission to use the Firehouse are responsible for the conduct of both participants and spectators. Adequate adult supervision should be available to handle anticipated crowds. Minors must have adult supervision at all times. The applicant must point out fire exits at the beginning of any meeting or event.

6. Violation of safety regulations or improper use of facilities will be cause for the revocation of permission for the use of the building. Events may last a maximum of four hours in length and not past 11:00 p.m.

No parking is permitted in the parking lot at the rear of the Firehouse.

These spots are reserved for firefighters only except for handicapped parking spaces.

7. When the service of a Fire Department or Town employee is required, there will be a charge in addition to the building use fees. Payment should be made by check payable to the Town of Mamaroneck Fire Department and forwarded to the Fire Chief.
8. Non Discrimination: All individuals and organizations requesting the use of the Firehouse Auditorium are advised that permission to use the building will be given only with the understanding that all activities taking place in their facilities are open to all individuals regardless of race, color, creed or sex. Discrimination against any individual or group because of race, color, creed, or sex will be grounds for revocation of permission to use the Firehouse building.
9. Liability: The Fire District and Town will be held harmless for any and all claims arising from the use of the building by the applicant. The Fire District, in its discretion, may require a Certificate of Insurance in the amount of one million dollars naming the Town of Mamaroneck and the Fire District as an additional insured. The Fire District may also require an additional fee for the purpose of purchasing insurance for the use of the Firehouse. It is the responsibility of any person or organization using the firehouse to maintain the original order and cleanliness of such facilities. Such person or organization will be responsible for damages relating to its use of the facility.
10. For such use, the Board of Fire Commissioners will establish fees necessary to defray expenses relating to the operations of the building. Two sets of fees will be established: The first set of fees will be levied for non-revenue generating activities. The second set of fees will be levied for revenue generating activities. Fees shall be waived for local community groups and organizations for non-revenue generating events except when the event or activity requires the services of a Fire District or Town employee.
11. Reservation/Application Procedure. To reserve the Firehouse Auditorium a completed building use application accompanied by a check for payment in full of fees where applicable, shall be submitted in the office of the Fire Chief. Applications are available at the Weaver St. Fire House or at <http://tmfd.org:82/PublicSpaceUsepage.htm> and must be submitted at least fifteen (15) days prior to the scheduled event. The Fire Department shall respond to the submitted building use application in no more than five (5) days from the date of receipt. Any additional fees or documentation shall be due twenty-four (24) hours prior to the event.

APPLICATIONS WILL NOT BE ACCEPTED FOR DATES MORE THAN SIXTY (60) DAYS IN ADVANCE

12. Fee Schedule - See attached Schedule A.
 Schedule A

FIREHOUSE FEE SCHEDULE

Organizations <u>Event</u>	Community Organizations Non-Revenue	Non-Community Organizations Non-Revenue	Community Organizations	Non-Community
	<u>Generating Event</u>	<u>Generating Event</u>	<u>Revenue Generating Event</u>	<u>Revenue Generating</u>
Auditorium Use	No Charge	\$110.00	\$185.00	\$225.00

The Town reserves the right to charge an additional fee if a Town/Fire District employee is required to stay in the building beyond the normal business hours of the Fire House. In addition, a refundable deposit of \$100.00 may be required at the time of approval for use of the building.

- If the proposed activity is of a nature that may require clean up by Fire District employees, the refundable deposit will be levied upon the applicant.
- If the proposed activity is of a nature that may require clean up by Town employees, the refundable deposit will be levied upon the applicant.

The deposit shall be used to defray any expense the Town may incur for cleanup or damage resulting from the use of the building.

It is the responsibility of any person or organization using the Firehouse to maintain the original order and cleanliness of the facilities and such organization will be responsible for damages relating to its use of the facility.

NO FOOD OR REFUSE IS TO BE LEFT IN ANY ROOM.



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APPLICATION FOR USE OF THE WEAVER STREET FIRE HOUSE AUDITORIUM

This application must be filed at the weaver street firehouse fifteen (15) days prior to the date of the event. The fire department shall respond to an auditorium use application in no more than five (5) days from the date of receipt.

Date of event: _____ Time period from: _____ to _____

Additional dates: _____

Purpose of Event: _____

Admission fee: \$ _____ Estimated attendance: _____

If admission is charged, for what purpose will proceeds be used? _____

Name of organization and presiding officer: _____

Address of organization and phone number: _____

Name of person in charge of event, please print: _____

Food and beverages are not permitted and will not be permitted during this function - (sign here to acknowledge this rule) _____

Person's full mailing address: _____

Person's work and home phone number: _____

Email Address: _____ **(REQUIRED FOR CONFIRMATION)**

Applicants must comply with the following:

1. Satisfy the issuing officer that they represent a responsible organization.
2. Agree to the rules and regulations for building use.
3. Guarantee orderly behavior
4. Underwrite any damage incurred by the organization.

I have read the regulations attached and agree to be bound by them.

Signature of Applicant: _____ Date: _____

Comments: _____

Fee for event(s): \$ _____

Approved by: _____ Date: _____

Chief of the Fire Department

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