



Pleasant Township Fire Department

GUIDELINES FOR USAGE OF THE COMMUNITY ROOM

- Any unit or group of the Pleasant Township Fire Department directly related to the administration, promotion or programs, or service to or for the department may schedule use of the facility without charge, but a usage donation for the use of utilities and supplies is requested.
- Any unit, group, association, club or organized society, not affiliated with the Pleasant Township Fire Department, may apply to use the facility.
- All others desiring to use the facilities **must** complete the “Community Room Application & Agreement” form. These forms are available through the fire department, both at the fire station and online at www.pleasantfire.com. These forms must be returned for approval to the Community Room Coordinator.
- All fire departmental use of the facility take precedence over any other usage and the Coordinator reserves the right to approve, cancel, or deny outside use for any reason.
- All groups must have at least one (1) adult (21 years or older) who will supervise and be responsible for the use of the facility. Groups are responsible for clean up or the area used, unless they decide to pay for custodial fees.
- Any group using the facility will be financially responsible for damages to fire department property and will reimburse the Pleasant Township Fire Department for such damage. All groups shall assume responsibility for any loss, damage or injury resulting from use of the facility and shall hold harmless the Pleasant Township Fire Department, the Trustees, employees, and representatives from claim, suit, judgment, cost, expense or property from results of the group's use.
- The Pleasant Township Fire Department facility is smoke, alcohol and drug free. Use of tobacco products, alcohol or illegal drugs is prohibited. Smoking is only permitted outdoors. Guest/s should dispose of their cigarette butts in the ashtrays that are mounted on the outside walls of the building and not on the premises or grounds.
- All rooms are to be left in the order in which they were found. Each group using the kitchen facilities is responsible for providing its own supplies and materials.
- Tablecloths should be used on tables to protect from stains. Renter will need to supply these.
- Beverages containing red, blue, or purple coloring may not be served (due to staining).
- Proper training is required for use of the kitchen equipment.

Station 571
106 E. Columbus St.
Pleasantville, OH 43148
PH: (740) 468-3385

Station 572
2925 Lancaster – Thornville Rd.
Lancaster, OH 43130
PH: (740) 654-8355
Fax: (740) 654-7276

- Signs and Banners: No tape, glue and/or adhesives, thumbtacks, nails, etc. may be used on walls, doors, or windows. All banners/signs must be removed and disposed of after the event. No political banners or signs permitted on the premises.
- The community room is connected to the Pleasant Township Fire Department. You will be granted access only to the approved usage areas of the community room.
- Access or uses of the areas not included in the "Community Room Application & Agreement" are: weight room, vehicle bay, the main fire department and beyond. These areas are off limits unless prior approval is granted by the Community Room Coordinator. Should entry be made into an off-limits area where damage to any of the property or vehicles occur, any charges are to be paid by the responsible group and law enforcement may be contacted. The fire department vehicles are very tempting to children; however, charges for damage can be very costly, so we advise caution in preventing these problems. If interested in a tour of the fire station or the vehicles, you may request a tour from the on duty personnel or organize one with the Community Room Coordinator during scheduling.
- If a specific room temperature is requested, you may organize this with the Community Room Coordinator during scheduling. You may also request assistance from the on duty staff of the firehouse for temperature changes. The temperature control computer panel located in the kitchen supply room is off limits.