



## WALWORTH FIRE HALL KITCHEN REQUEST FORM

The kitchen, kitchen equipment, tables, chairs and related items are the property of the Walworth Fire Department. Use of the Fire Department owned equipment may be used with the approval of the Fire Department Trustees. Requests for use of the Walworth Fire Hall Kitchen must be submitted at least one (1) month in advance of the event allow sufficient time for approval. Request for use of the kitchen must be done in conjunction with the request for use of the fire hall from the Walworth Fire District using the Fire Hall Request Form.

**The Fire Department requires a rental fee of \$150 at the time of booking for use of the kitchen. This fee is nonrefundable (unless the event is cancelled). This fee goes to the Fire Department Treasurer.**

**The Fire Department also requires a \$150 deposit check at the time of booking. This deposit will be returned after the event and an inspection of the kitchen has been done. Any damages, missing items, etc. will be deducted from the deposit. The Trustee will hold the deposit check.**

It is the responsibility of the requesting person to contact a Trustee to schedule a time to open the building and pay the required fee and deposit. If a Trustee is not available, the chain of command of command is as follows: President of the Fire Department Board, Vice-President of the Fire Department Board, Department Chief, Department Deputy Chief and any Assistant Chief.

Trustee Name: \_\_\_\_\_

Trustee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Requesting Person Name: \_\_\_\_\_

Phone: \_\_\_\_\_

### KITCHEN USE GUIDELINES

- Any issues with the kitchen should be reported to the Trustee immediately.
- No use of the flat top griddles at any time.
- Fire Department owned condiments, coffee, paper goods, etc. are not to be used.
- Alcohol is not allowed at any time.
- Cleanup is the responsibility of the renting party. All areas should be returned to the same state they were found in. Any damages are the responsibility of the renting party.
- The renting party are responsible for their own trash removal. Do not use the District dumpster.
- Use of the audio /visual equipment is not allowed.
- The blue folding chairs are not to be used.

### TRUSTEE CHECKLIST

- |   |   |
|---|---|
| <input type="checkbox"/> Tables and chairs returned as found      | <input type="checkbox"/> Trash removed          |
| <input type="checkbox"/> Table and counter wiped off              | <input type="checkbox"/> Mopped as needed       |
| <input type="checkbox"/> Sinks clean and free of dishes           | <input type="checkbox"/> All equipment put away |
| <input type="checkbox"/> Refrigerator emptied of all parties food | <input type="checkbox"/> Broom swept as needed  |
| <input type="checkbox"/> Doors locked                             | <input type="checkbox"/> Check returned         |

***Guests retain next page for reference***



Walworth Fire Department  
Walworth, New York

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The main entrance doors can be locked/unlocked using the red alarm keypad.

Enter the code 1234#71 to unlock the doors

Enter the code 1234#72 to lock to lock the doors

***Ensure the doors are locked after the event.***

***Guests retain this page for reference***