



# WALWORTH FIRE HALL REQUEST FORM

Walworth Fire District No. 1 Walworth, New York

Requests for use of the Walworth Fire Hall must be submitted at least one (1) month in advance of the event allow sufficient time for approval. If the event is approved, reservations will appear on the Walworth Fire Hall calendar posted at the fire hall and on the online calendar accessible via the department web site at [www.walworthfd.org](http://www.walworthfd.org). **Every event must have a sponsor who is a member of the Walworth Fire Department. The sponsor must sign, date and return this form to the Walworth District Secretary.**

Use of the Kitchen area requires additional approval of Fire Department Trustees – please use the trustee form in addition to this form if you are requesting the use of the kitchen.

Sponsor Name: \_\_\_\_\_

Sponsor Signature: \_\_\_\_\_

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

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

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

Event Type: \_\_\_\_\_  
*(birthday party, family get together, etc)*

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

### Recurring Event

Recurring events must be renewed each year - a new form must be submitted by a sponsor.

Check this box if this is a recurring event

How Often Does the Event Recur: \_\_\_\_\_  
*(weekly, monthly, 2<sup>nd</sup> Wednesday of every month, etc)*

### **FIRE HALL USE GUIDELINES**

- Every event must have a sponsor who is a member of the Walworth Fire Department. The sponsor must sign, date and return this form to the Walworth District Secretary.
- Recurring events must be renewed each year - a new form must be submitted by a sponsor.
- Use of the kitchen requires additional approval of the Fire Department Trustees. Use additional form.
- No alcohol is allowed anywhere on the Walworth Fire District property.
- After the event, all areas should be clean and returned to same state they were found in. The folding tables and chairs must be folded and placed along the walls.
- Guests are responsible for their own trash removal. Do not use the department dumpster.
- Guests are not allowed in the offices, radio room or apparatus bay area.
- Any issues with the hall should be reported to the sponsor immediately and the sponsor is responsible to notify a commissioner or the district secretary.
- If the department receives an emergency call during the event all guests should stay in the dining room area.
- Guests are to use the doorway on the east side of the Fire Hall.
- Handicapped parking is located on the east side of the Fire Hall.
- Parking spaces on the north side of the building are reserved for firefighters responding to emergency calls. All guests should park on the south side of the Fire Hall or on the west side of the Fire Hall, south of the ambulance building. At no time should any of the overhead doors on either side of the Fire Hall be blocked.

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

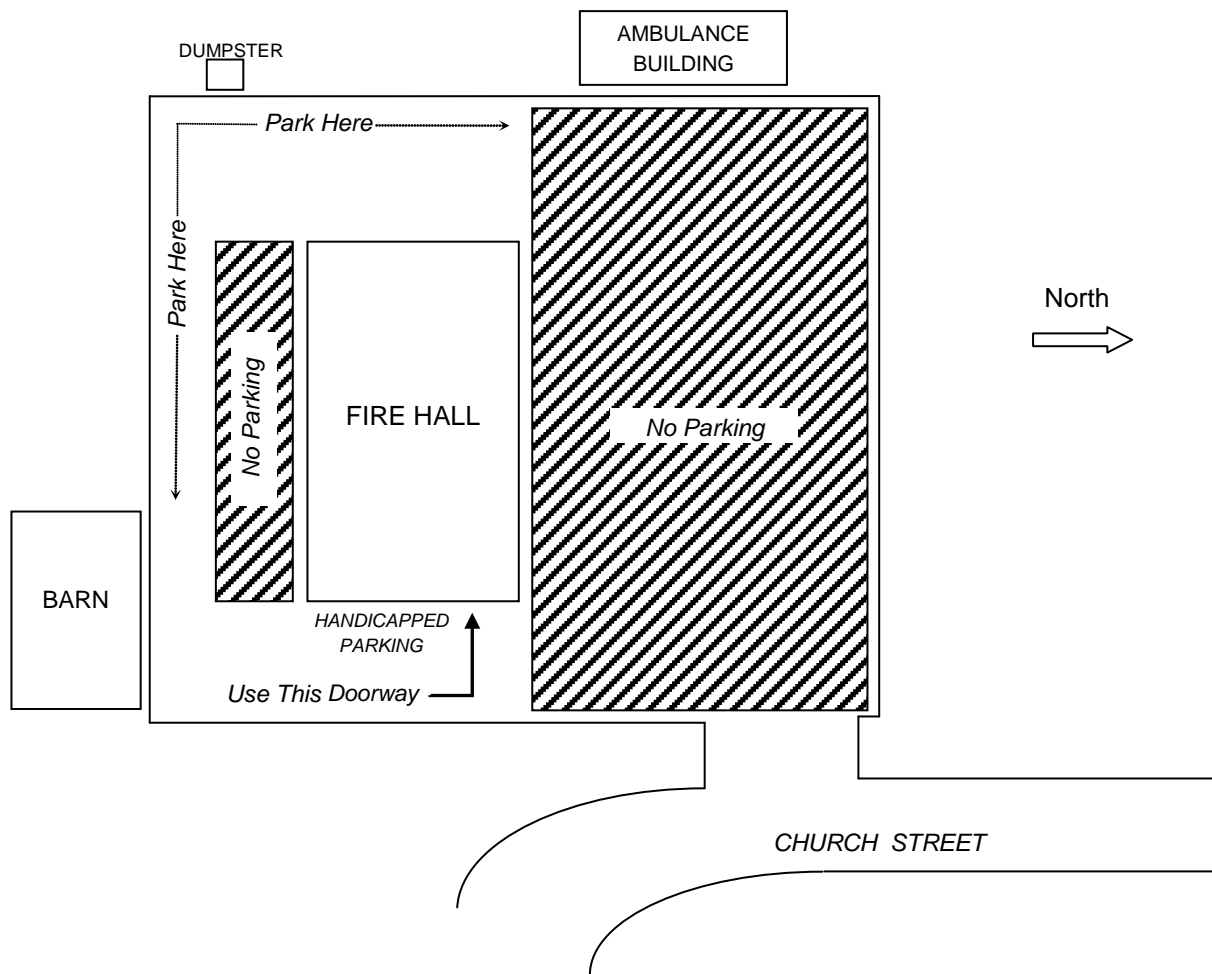


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