



RICHFIELD VOLUNTEER FIRE COMPANY

4166 Hubertus Road • Hubertus, WI 53033
Phone: 262-628-1601 • www.richfieldfire.com

APPLICATION AND RENTAL AGREEMENT FOR RICHFIELD FIRE HALL

In consideration of being allowed to use the Fire Hall, the undersigned Responsible Person, individual and also the below named Organization, if any, collectively herein "User" hereby agrees as follows:

1. The user accepts and shall fully comply with Richfield Volunteer Fire Company Hall use regulations contained within this application.
2. The user shall submit a rental application, rental fee and security deposit for each event or activity with this application. The Fire Hall will be inspected after the rental time has ended and if the condition is satisfactory, the security deposit will be available for return by mail or pick-up within 60 days after inspection of the facility has been completed.
3. The user shall return the Fire Hall in the same condition it was in at the start of the agreed time and in accord with the specific requirements herein.
4. The User is solely responsible for any damage done or additional clean-up required as a result of the rental, including any amount exceeding the security deposit amount. If an Organization is named below, the Person Responsible and the Organization shall be jointly responsible for damage or additional clean-up required under this agreement.
5. The User hereby agrees to indemnify, defend and hold harmless the Fire Company, it's officers, employees and agents from any claims (including but not limited to demands, action and rights of action which now or may hereafter arise), cost and expenses (including but not limited to, consulting or attorney's fees) arising out of damages (including but not limited to damages for personal injury, sickness, disease, death resulting from injury, sickness or disease, injury to or destruction of property, damages for care and loss of services arising from such injury, sickness and disease, damages for loss of use of property because of its injury or destruction, and all other damages of whatever kind or nature) arising out of or related to the User's rental of the Fire Hall.

6. User acknowledges and agrees that Richfield Volunteer Fire Company or agents shall be allowed physical access to the Fire Hall for Fire Company purposes at any time during the rental period. The Fire Company reserves the right to cancel any outside reservation if such facilities are needed for emergency fire or rescue purposes. All rental fees will be returned to the applicant under such circumstances.
7. Rental fees shall not be returned unless the rental is canceled at least 10 days prior to the rental period. Non-profit groups will be charged a fee if the Fire Company is not notified of cancellation before the date of use.

RULES FOR USE OF RICHFIELD FIRE HALL

1. Vehicles may park to the north of the station in the parking lot. Parking in front of the bay doors, on the south side of the station, or anywhere other than the north parking lot is strictly prohibited.
2. All doors must be secured before leaving & all lights must be off, and heat/AC returned to the setting as found.
3. Keyfob must be left on the kitchen counter.
4. All garbage must be removed from the fire hall and placed in the dumpster, southeast corner of the bldg. Garbage cans are provided & additional bags are located in the kitchen.
5. All tables & chairs should be put back in the position found.
6. Floors must be swept & cleaned. Mops, brooms, etc, are located in the janitor closet between the restrooms.
7. No tape, staples, tacks or nails of any kind may be used to attach decorations to the hall walls, or ceilings.
8. Smoking is prohibited in the hall facility, but is allowed outside the bldg.
9. Open flame, candles, or fuel burning engines are prohibited inside the building.
10. All beverages are supplied by the user. Alcohol beverage use is allowed. Alcoholic beverages may not be sold on the premises. Renter shall ensure that alcohol is consumed in accordance with State Law.
11. Noise & sound levels shall be within acceptable limits during the rental period. All children must be supervised by an adult & the User shall maintain peace & good order by all invitees at all times.

SIGNING THIS FORM CONSTITUTES ACKNOWLEDGEMENT AND ACCEPTANCE OF THE CONDITIONS & REGULATIONS WITHIN THIS APPLICATION AND AGREEMENT

Date of Rental _____ Est. # of People _____

Time Needed _____

Time for doors to be unlocked and relocked _____

Purpose of Rental _____

Facility Requested Hall

Times for doors to be unlocked must be occupied at all times. Relock time should be before the event ends, as guests may exit after the door relocks, but can not re-enter unless someone opens the door from the inside.

RENTAL FEE: \$300.00 + SECURITY DEPOSIT: \$50.00

Make checks payable to: Richfield Volunteer Fire Company (or RVFC)

Applicant/Person Responsible:

Name: _____ Phone: _____

Address: _____

_____ Email: _____

Signature: _____

Mail or deliver form and payment to:

Richfield Volunteer Fire Company

Attn: Hall Rentals

4166 Hubertus Road

Hubertus, WI 53033

You MUST call 262-628-1601 to confirm availability of your date before sending this form & payment.

--- --- Office use only --- ---

Amount Rec: \$ _____

Date Rec.: _____ Check # _____

Security Deposit Returned _____ Y _____ N Date Returned : _____

Accepted By: _____ Date: _____

(RVFC Signature)