

Fire Prevention Hall Rental Guidelines

1. All Fire Prevention Events will be scheduled at least three weeks prior to the date of the party.
2. All Fire Prevention Events will not exceed the maximum time limit of four (4) hours, unless otherwise contracted.
3. All Fire Prevention Events will be held in the "training room." Other parts of the station may be utilized for tours and other special activities only if accompanied by an Owings Mills Volunteer Fire Company member.
4. All Fire Prevention Events will be held between the hours of _____ and _____, unless otherwise contracted.
5. All Events shall have a fire prevention education basis/theme.
6. The person hosting the Event will be responsible for set-up and clean-up of the area in which the Event is held. The person will have 60 minutes prior to and after the Event to complete these tasks.
7. The person hosting the Fire Prevention Event must advise the guests to park in the lower parking lot.
8. The person hosting the Fire Prevention Event is **responsible for any and all damages** done to the Owings Mills Volunteer Fire Company, Inc., property and will be charged for any items destroyed or damaged. (Chairs cost \$ 100.00 each, tables cost \$ 150.00 each, but you will be charged actually cost) _____ Signature of host/responsible party
9. There will be no writing, marking, or defacing any of the tables, chairs, walls, and/or bathroom stalls. Decorations are not allowed to be fastened to any wall or hung from the ceiling. There are no kitchen facilities for cooking or cleaning. All food must come prepared to serve.
10. The Owings Mills Volunteer Fire Company, Inc., and its officers and members will not be held liable for any injuries or losses that may occur during the Fire Prevention Event.
11. The Owings Mills Volunteer Fire Company, Inc., requires a minimum non-refundable donation of \$ 300.00 in order to book and host the Fire Prevention Event. The non-refundable donation is to be paid in full and is due with the return of this contract and prior to the set-up of the Fire Prevention Event.
12. Fire Prevention Events will be cancelled due to inclement weather if the snow emergency plan is in effect for Baltimore County. Fire Prevention Events may also be cancelled if there are facility issues with the Owings Mills Volunteer Company building or parking lots. In the case of cancellation, the Fire Prevention Event may be rescheduled pending the availability of the date desired by the host of the Event or a refund may be given under these circumstances only.
13. The Owings Mills Volunteer Fire Company's Fire Prevention Event will include a fire prevention lesson, a firefighter demonstration, and a tour of the apparatus and station.

Host Name/ Signature: _____ Date: _____

Address: _____

Copy of the drivers license attached : _____ (initials of member in receipt of contract and license)

Paid by Cash: _____ Credit Card: _____ Check: _____

Member authorized to sign: _____