

## REGULATIONS FOR USE OF THE HUDSON COMMUNITY FIRE PROTECTION DISTRICT FACILITY

1. The Hudson Community Fire Protection District Facility, 502 N. Broadway, Hudson, IL. 61748, may be used by the public in accordance with the policies of the Hudson Community Fire Protection District Trustees at times when such properties are not being used for Hudson Community Fire Protection District-related programs provided an Application and Agreement Granting Use of the Hudson Community Fire Protection District Facility is submitted to the office of the Hudson Community Fire Protection District Chief, and/or an approved subordinate, to be used and approval is granted.

The Hudson Community Fire Protection District Trustees have established the following priorities for use:

- First: The Hudson Community Fire Protection District use, including supporting community groups;
- Second: Intergovernmental use which may be pursuant to separately negotiated use agreements;
- Third: Not-for-profit use;
- Fourth: General public and community use;
- Fifth: Hudson Community Fire Protection District Personnel for personal use

It is also Hudson Community Fire Protection District policy to discourage users who use the facility in a frequent, intensive, regular and recurring manner which deprives or diminishes opportunities for other "occasional users" to make use of the facility. The goal is to make Facility open to a wide variety of occasional users, not to make facility a principal venue for non-fire department activities. The facility can only be reserved by residents of the Hudson Community Fire Protection District. No Use of Facility Agreement shall exceed one year in duration. Any agreement may be terminated at will by either party.

2. Building use is limited to the meeting room, public bathrooms, kitchen, atrium and hallways that access those areas. Off limits areas include, but are not limited to, the radio room/watch room, offices, shower room, closets, storage room, utility rooms, apparatus bay and upstairs storage and living areas. Off limits areas will not be used unless granted special permission by the Hudson Community Fire Protection District Chief, and/or an approved subordinate.
  - The maximum number of persons allowed in the meeting room shall not exceed **119**.
3. Violation of the Hudson Community Fire Protection District policies and/or procedures shall constitute grounds for the revocation of the user's contract and/or refusal of permission to use the facility in the future.
  - The Hudson Community Fire Protection District Facility and grounds including 15 feet of any entrance are smoke free. There will be no exceptions to this rule. Smoking is not allowed.
  - The possession and/or consumption of any alcoholic beverages on Hudson Community Fire Protection District property or premises, (i.e. parking lot, inside the building) including beer and wine, are prohibited. Additionally, hazardous materials, chemicals, explosives, ammunition, weapons, or firearms are not permitted.
  - Exterior doors may not be propped or held open under any circumstances.
  - There is NO overnight parking of vehicles and parking must be in front of the building or along the street.
  - The use of tape, nails screws, thumbtacks, and glue is FORBIDDEN on walls, floors, or ceilings in the Hudson Community Fire Protection District Facility
  - The use of crepe paper in the Hudson Community Fire Protection District Facility is FORBIDDEN except as a decoration on tables but still requires prior approval..

- The application of any substance to the floors of in the Hudson Community Fire Protection District Facility must have the prior written approval.
  - No burning of candles or open flames shall be allowed without prior approval.
4. The name of the Hudson Community Fire Protection District, including any other identifiers such as Hudson Fire or HFD, shall not be associated with any program or activity for which Hudson Community Fire Protection District property are used without specific approval in writing from the Hudson Community Fire Protection District Trustees or office of the Hudson Community Fire Protection District Chief, and/or an approved subordinate.
  5. The user shall be responsible for the conduct and control of both patrons and participants and shall see that all state, municipal and office of the Hudson Community Fire Protection District regulations governing are followed. There must be adequate adult supervision for all usage. All children's groups must be supervised by an adult over 21 years of age during all the time they are in the building, on the grounds, or using the facility. The ratio of adult to children shall be at a minimum, ten to one.
  6. Use of Hudson Community Fire Protection District property shall not be permitted if such use in any way is inconsistent with the community purpose of the Hudson Community Fire Protection District. Only those activities of high moral and ethical character may be carried on in the Hudson Community Fire Protection District Facility or grounds.
  7. Hudson Community Fire Protection District personnel may be required to supervise, as determined by the Hudson Community Fire Protection District Chief, to be present and in authority over Hudson Community Fire Protection District property while such property are being used for other than fire department purposes, and it shall be their duty to see that the regulations governing the use of Hudson Community Fire Protection District property are observed.
  8. Sub-leasing of the Hudson Community Fire Protection District Facility shall not be permitted.
  9. User is not to use or operate any Hudson Community Fire Protection District Facility equipment, other than that stipulated in the contract. Firefighting equipment shall not be rented or loaned to individuals or organizations.
  10. The Hudson Community Fire Protection District assumes no responsibility for loss of, or damage to, user personal property.
  11. The user shall, in writing, agree to indemnify and hold Hudson Community Fire Protection District, its officers and trustees, members and employees harmless from all damages (including attorneys fees and costs) arising, in whole or in part, out of or resulting from the use of the facilities, regardless of any negligent acts or omissions by Hudson Community Fire Protection District.

Waiver/Release and/or Hold Harmless and Indemnification Agreements may be required by Hudson Community Fire Protection District from "end users". If they are required, they shall be provided by the entity renting the facility on forms provided by Hudson Community Fire Protection District.

The users must confine their activities to the area or areas specified in the contract.

We reserve the right to refuse use of the building to any group or individual for any event with or without cause

The applicant, their group and guests, are responsible for any theft and/or damages to the property and contents of the building, and are responsible for the actions of all in attendance at their event.

12. The Hudson Community Fire Protection District Facility shall be opened not more than 30 minutes before and closed not more than 30 minutes after scheduled events if other events are scheduled. Groups must be out of the building by 10:30 p.m. unless specific approval is obtained in writing from the Hudson Community Fire Protection District Chief.

Payments of fees as stated in the agreement shall be made payable to the Hudson Community Fire Protection District and sent to the attention of the Hudson Community Fire Protection District Chief.

13. The organization applying for the facility assumes all responsibilities and pays all services other than those furnished by the Hudson Community Fire Protection District. The Hudson Community Fire Protection District may require the lessee to provide insurance before the building is used.
14. The Hudson Community Fire Protection District Chief has authority to modify these regulations and fees to accommodate special circumstances or events.
15. Use of the facilities on holidays is not allowed, with the exception of Labor Day, or any Sundays, without approval of the Hudson Community Fire Protection District Trustees or the Hudson Community Fire Protection District Chief and/or an approved subordinate.
16. Clean up of the facility used is the responsibility of the user group.
17. To help us maintain a friendly environment and continue to offer the public such service, we ask that your group clean up at the conclusion of your event and leave the facility in proper order for the next group. These activities include but are not limited to restoring the room to the same condition it was in prior to arrival:
  - Wiping down all tables and chairs (if food/drink is served or if other debris is present).
  - Depositing trash in provided containers.
  - Removing trash from building and install new trash can liners.
  - Sweeping the floor (if food is served or if other debris is present).
  - Wiping down/cleaning kitchen counters and floor (if kitchen is used).
  - Conduct an inspection of the facility including, but not limited to, meeting room, and kitchen, and all bathrooms and hallways used by your group. Please ensure all areas used by attendees to your event have been left clean and that all participants have left the building.
  - Make sure that all windows have been closed.

***\*These regulations may be modified at any trustee's meeting without notice.***

## SCHEDULE OF FACILITY FEES APPLICABLE TO BUILDING FOR USE

Group and Areas to be Used:	Cost:
<b>Adult NON-PROFIT</b>	
<b><u>Meeting Room</u></b>	\$25.00
<b><u>Meeting Room and Kitchen</u></b>	\$50.00
<b>Youth / Child NON-PROFIT</b>	
<b><u>Meeting Room</u></b>	\$50.00
<b><u>Meeting Room and Kitchen</u></b>	\$75.00
<b>Business / Showers / Receptions / Reunions</b>	
<b><u>Meeting Room</u></b>	\$50.00
<b><u>Meeting Room and Kitchen</u></b>	\$75.00
<b>Commercial Programs or for profit events</b>	
<b><u>Meeting Room per day</u></b>	\$100.00
<b><u>Meeting Room and Kitchen per day</u></b>	\$150.00

**APPLICATION AND AGREEMENT GRANTING USE OF  
THE HUDSON COMMUNITY FIRE PROTECTION DISTRICT FACILITY  
502 N. Broadway Hudson, IL. 61748**

<p>INSTRUCTIONS: This form must be completed and filed at the facility for use at least five (5) days in advance of intended use of facilities. Regulations and fees for use of such facilities are printed on a separate sheet.</p>	<p>Application made by:</p> <p>Person to contact:</p> <p>Address:</p> <p>Telephone:</p>

Specific areas to be used:

Purpose for which facility is to be used:

Date(s) and time(s) facility are to be used, including set-up time, etc.

Dates:

Hours:            to

Items to be brought into or near building and/or special services needed:

- Names, addresses, and phone numbers of individuals providing adult supervision:

I, the undersigned, agree to pay the Hudson Community Fire Protection District any and all charges that may be applicable for use of said facility and to abide by all rules and regulations pertaining to use of the facility. I understand that actual charges may exceed estimated charges for said facilities, and I agree to pay actual charges within 30 days of billing.

I further understand and state that the Hudson Community Fire Protection District, its trustees and individual members thereof, and its employees shall be indemnified and held harmless by the person, firm or corporation making this application and using said facility from any and all damages (including attorneys fees and costs) arising, in whole or in part, out of or resulting, in whole or in part, from the use of the facilities, regardless of any negligent acts or omissions by the Hudson Community Fire Protection District.

Signature of Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_

**PERMIT FOR USE OF THE HUDSON COMMUNITY FIRE PROTECTION DISTRICT  
FACILITY**

(OFFICE USE ONLY)

	Yes	No	Date
Use conflicts with fire dept. activities:			

	Approved With Charges	Approved With No Charges	Not Approved
Use conflicts with fire dept. activities:			

Signature of  
Chief or approved authority: \_\_\_\_\_ Date: \_\_\_\_\_

Description of Charges	Estimated Charge	Actual Charge
Established/Set Charge		
Extra Charge		
TOTAL CHARGES		
Deposit Required		
BALANCE/REFUND DUE		

*Make check payable to: Hudson Community Fire Protection District*  
*Mail check and signed contract to: Chief Dan Hite*  
**502 N. Broadway**  
**Hudson, IL. 61748**