Harrison Township Fire Department

Public Use of Fire Department Facilities Request and Release of Liability

Form # 1000.80

Chief Shawn C. Davidson
3625 S.R. 752
Ashville, Ohio 43103
(740) 983-4115 *(p)*
(740) 983-8114 *(f)*

Please read this form completely. If you do not understand any portion of this form, please contact the Fire Chief or Township Clerk for clarification. This form must be completed in its entirety to be accepted. The Fire Chief has the authority to deny any request to utilize Fire Department owned property, including equipment a facilities for any reason. The Fire Chief and the Harrison Township Fire Department will make any reasonable accommodation to this request.

RESPONSIBLE PERSON INFORMATION

Name of the person, group, organization or company requesting: _____

If a group, organization or company, who is the responsible person: _____

Their title for the group organization or company: _____

Provide the contact information below for the person who will be responsible for the property being utilized

Primary Phone: _____ Email: _____

Address: _____

TYPE OF REQUEST

Date(s) Needed: _____ _____ _____ _____ _____ _____

Time for each date: _____ _____ _____ _____ _____ _____

Facilities Requested (check all that apply)

- ☐ Training/Meeting Room
- ☐ Apparatus Bay Area
- ☐ Ramp (Apron in front of apparatus bay doors)
- ☐ Parking Lot
- ☐ Kitchen, Day Room. Dining Area
- ☐ Office Spaces (list below)
- ☐ Storage Barn
- ☐ Training Can
- ☐ Grass/Lawn Areas

Other Property Requested (check all that apply)

- ☐ Tables
- ☐ Chairs
- ☐ Kitchen appliances (list below)
- ☐ Training props (list below)
- ☐ Fire extinguisher (required if having open flame)
- ☐ Other tools/equipment (list below)

Use this space to list anything required from the list you checked above

Briefly describe the event taking place

Anticipated number of guests or attendance: _____ ☐ exact ☐ estimate

Continue on the back of this page.

RULES FOR USE *(Initial each one to acknowledge)*

1. The use of drugs or alcohol is prohibited on any portion of Township owned property at any time. This includes the serving, displaying or selling drugs or alcohol, even it is not to be consumed on the property. _____
2. Concealed firearms are prohibited inside any portion of the building at any time. _____
3. Open flame of any kind, including candles, is prohibited unless approved by the Fire Chief and fire extinguishers are in the space being utilized at all times. _____
4. Members of the public shall comply with the posted occupancy load of the space being utilized. _____
5. The person or group reserving the space is responsible for cleaning the space and returning it to the condition in which it was found. Garbage may be bagged and placed in the Department's dumpster. _____
6. Any damage occurring to the building, furniture, appliance or any other equipment shall be reported to the on-duty Officer before leaving the building. Failure to report damage will result in a fine being assessed, along with the costs for repairs or replacement. Even if the damage is reported, the individual or group responsible may still be liable for the cost of repairs or replacement, minus the fine, at the discretion of the Fire Chief and Board of Trustees. _____
7. Noise should be kept to a reasonable level; this includes playing music or other audio. _____
8. No member of the public is permitted in firefighter bunk spaces, the EMS supply room, the women's bathroom across from the Captain's bunk, the men's bathroom next to the kitchen/day room, the mezzanine storage area or any other storage area for any reason. _____

Other General Information

1. Use of Fire Department facilities and property is offered free of charge to members of the public.
2. The station is not only a business but also a home to the Firefighters on duty. Treat this building as if you are a guest in someone else's home, especially during evening hours.
3. Guests are required to bring their own cleaning supplies, including garbage bags if needed. Garbage created as a result of the event will be permitted to be discarded in the dumpster in the rear of the property.
4. Fire trucks can be viewed and a part of your event if requested, however the trucks are in service and will need to respond immediately if dispatched. Guests are prohibited from interfering with any Firefighter's duty to respond to an emergency.
5. Failure to comply with the rules listed may result in you and your group being asked to leave the building.
6. The fine for unreported damage to any Fire Department property is $150.00

Waiver and Release of Liability

I, the undersigned, acknowledge and understand that participation in activities involving borrowed facilities and equipment from Harrison Township Fire Department may involve risks of injury, damage, or loss. I voluntarily assume all such risks. In consideration for being permitted to borrow or use equipment or facilities owned or provided by the Harrison Township Fire Department**,** I hereby release, discharge, and hold harmless the Harrison Township Fire Department its officers, directors, employees, volunteers, and agents from any and all liability, claims, demands, causes of action, or expenses (including attorney's fees) that may arise from any injury, damage, or loss to myself or my property, whether caused by negligence, misuse, malfunction, or any other cause. I have carefully read this waiver and fully understand its contents. I am aware that this is a release of liability and a contract between myself, and the Harrison Township Fire Department and I sign it voluntarily of my own free will.

Signature of Responsible Party: _____ Date: _____

Printed Name: _____

*Please provide a copy of your driver's license or State issued photo identification with this form.

FOR FIRE CHIEF USE ONLY

☐ Request is approved
☐ Request is approved with conditions: _____
☐ Request is denied

Signature: _____ Date: _____