



FAIR GROVE FIRE PROTECTION DISTRICT

340 W. EAGLE RIDGE CT
FAIR GROVE, MISSOURI 65648
(417) 759-7908
www.fairgrovefire.org

COMMUNITY ROOM/STATION TOUR RESERVATION REQUEST FORM

Please make your request in advance

REFUNDABLE CASH CLEANING DEPOSIT OF \$50 MUST BE PAID IN ADVANCE TO RESERVE ROOM. PLEASE RETURN THIS PAGE WITH YOUR DEPOSIT.

The Community Room/Station Tours are scheduled at 340 W. Eagle Ridge Ct. by appointment only (Capacity 60)

Today's Date _____

Are you a Fair Grove Fire Protection District Resident: yes _____ no _____

Event Description: Station Tour _____ Birthday Party _____ Meeting _____

Other (description) _____

Event Date _____

Event Start Time _____ Event End Time _____

Group Name (if applicable) _____

Applicant Name _____

Address: _____

Cell Phone _____ Email Address _____

Expected Attendance: Adults _____ Children _____

Will there be Food or Refreshments: yes _____ no _____

Any food equipment (grills, etc) will need prior approval

This agreement is made and entered into this _____ day of _____, 20____
Between Fair Grove Fire Protection District and _____
(signature of responsible party)

The community room IS NOT available to reserve on the 2nd Monday evening of every month or the 2nd and 4th Tuesday evening of every month.

1. To reserve the community room, please call 417-759-7908 or e-mail: admin@fairgrovefire.org. The community room is offered free of charge to residents of the Fair Grove Fire Protection District. There will be a \$50.00 fee per event, per day if you are not a resident. (Residents will be given priority). This is in addition to the cleaning deposit.
2. Reservations of the Fair Grove Fire Community Room will be on a first come, first served basis. The Fair Grove Fire Department cannot guarantee the availability of the community room. We reserve the right to limit the use that might interfere with normal fire station activities. **From time to time the Fair Grove Fire Protection District meeting will change due to unforeseen circumstances and will take priority. In case of this event you will be notified and have the option to reschedule for a later date where possible.**
3. Reservations may start no earlier than 8:00 am. The community room should be vacated by 10:00 pm.
4. Station tours are not a part of birthday party/meeting reservations but are made available upon request. In the event the crew is dispatched to a call, please understand that they may not be available to accommodate the request.
5. **Day of the Event:** We will provide a one-time code for the back door to the community room. If you have any problems on the day of the event, contact 417-830-7574 and request assistance with your access needs.
6. Meeting may not be scheduled more than 6 months in advance.
7. **PROHIBITED:** Alcoholic Beverages, Tobacco, Firearms
8. To avoid the appearance of any improper partisanship, endorsement or partiality in the use of the premises, political activities on the premises, other than the use of the room as a duly sanctioned election polling place in a municipal, county, state or federal election, are prohibited.
9. The Community Room shall not be used for any fraudulent purpose.

10. There will be no disc jockeys or loud music allowed. If there will be singing or any other type of low-volume music, you will need permission from the crew on duty because of the living quarters.

11. **DECORATIONS:** The only decorations permitted are those which may be placed on the floor or on the tables. The user may not hang, tape or suspend decorations from the walls, ceilings, or other structure within the meeting room. No use of pins, tacks, staples or nails is allowed. No use of packing or duct tape is allowed on the walls. No candles (with the exception of standard birthday candles) or open flames are permitted inside the Community Room at any time.

The user shall not use rice, bird seed, glitter or confetti of any type in the Community Room or on the grounds outside of the Fair Grove Fire Protection District property.

12. The Community Room is set up with tables and chairs. We ask that you please do not sit or lean against tables or walls. The user will be responsible for returning the meeting room to its normal condition. Cleaning supplies can be provided by the Fair Grove Fire Protection District such as trash bags, vacuum cleaner, broom, etc.

13. **DAMAGES:** The user will be held responsible for any damage to the facilities and/or contents and fixtures, except for normal wear and tear as deemed by the Fair Grove Fire Protection District. All damage must be reported immediately. **There will be a REFUNDABLE CASH damage/cleaning deposit of \$50.00 per event. This will be held and refunded if everything is in order.**

14. The Community Room must be left in proper order, with all paper, trash, etc. disposed of in trash receptacles. Waste should be emptied in the dumpster.

15. **Cancellation:** Cancellation of the Community Room reservation by the user within 48 hours of the event will be appreciated.

16. **NO PETS ALLOWED WITH THE EXCEPTION OF SERVICE ANIMALS.**

17. **PLEASE PARK IN FRONT OF THE BUILDING AND USE THE SIDEWALK TO ACCESS THE DOOR FOR THE COMMUNITY/TRAINING ROOM**

18. It is understood, the Fair Grove Fire Protection District, is in no way responsible for any personal injuries, property damages, lost or stolen property or other liabilities that may be incurred during use of their facility. The user agrees to release indemnity and hold the Fair Grove Fire Protection District harmless of any such damages.

NO WI FI AVAILABLE.

