

**SILVER CITY VOLUNTEER FIRE DEPARTMENT
Community Hall Use Agreement**

Name: _____

Group Name: _____

Address: _____

Home Phone: _____ Cell: _____

Event Information

Dates: _____

Start Time (include set up): _____ End Time (include clean up): _____

Purpose of Use (reunion, meeting, wedding reception, anniversary, etc) _____

Policy:

It shall be the policy of the Silver City Volunteer Fire Department (SCVFD) that the Community Hall will be made available to responsible individuals, clubs, groups and organizations when not required by the SCVFD for its own programs. The availability of the SCVFD Community Hall shall be determined only after all SCVFD meetings and functions have been scheduled. **The SCVFD Board retains the right to accept, refuse or withdraw permission for use of the facility.**

Use Guidelines:

The following guidelines shall be followed by all users. Failure to abide by these guidelines shall be cause for future denial of use to that applicant or their entity.

- The user will make advance arrangements with the SCVFD to retrieve a key for access to the facility.
- With the exception of trash bags, toilet paper, dish soap and paper towels, the user must provide their own supplies including paper goods, pantry staples & beverages.
- The user is responsible for setting up the room. Care must be taken in moving tables and chairs into position.
- The SCVFD does not supply linens (other than kitchen towels) for events.
- Candles with flames may not be used in the facility, except when their use is limited to placement on a birthday cake or utilized with a chafing dish.
- Tacks, nails, and staples are prohibited everywhere. Only painter's tape may be used to affix decorations. Balloons may be used, but care must be taken to ensure that they do not become entangled in light fixtures and ceiling fans, causing damage.
- Animals, other than service animals, are not permitted inside the building.
- There is no smoking allowed in the building.

- The user is responsible for cleaning the facility in accordance with the Supplemental Checklist.
- Please report to the SCVFD anything that was not properly working or was broken before the event began, or became unworkable during the event, or any spillage on the rugs or floors.
- A lack of respect by the user or their group may be cause for the denial of a future use of the building.

Facility Donation

The SCVFD is the only fire department in Pennington County operating without a tax levy. It is funded solely by donations of its residents and supporters within the community. Therefore, in exchange for the use of the Community Hall, a donation to the SCVFD is suggested to cover, at a minimum, the basic costs of electricity and maintenance. Cash or checks (payable to the Silver City Volunteer Fire Department) are acceptable.

Use Agreement

I hereby represent that the statements in this Agreement are true and accurate. I will provide thorough clean-up of the facility, as required by the SCVFD, and will require all my guests to adhere to the guidelines appearing herein. I will pay all damages to the facility, furniture or equipment caused by me or any person attending the event, other than normal wear and tear.

I agree to hold the SCVFD, its Board, and individual members thereof, harmless from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use of occupancy of the Community Hall by any person attending the event described in this Agreement.

I understand that if any rules, regulations, policies, or procedures are violated or if any damages occur during the occupancy or use of the Community Hall, I may be subject to additional costs for damages, and I may lose my privileges to use SCVFD facilities for future events.

Signature

Please return this agreement (excluding checklist) to the SCVFD:

SCVFD

100 Sherman Street

Silver City, SD 57702

Alternately, the form may be returned to any board member.

Community Hall Supplemental Checklist

- To hook up the water, locate the hose found in a bin next to the kitchen woodstove. Remove the connector that joins the ends of the hose. Find the exterior water spigot located just below the kitchen window and remove the threaded cap. Attach this cap to the connector and store it on the kitchen windowsill. Attach one end of the hose to this spigot and the other to the water hydrant located near the flagpole. Raise the handle of the hydrant to begin the flow of water.
- Hot water can be obtained by heating water in pots on kitchen stove.
- Upon departure, disconnect and drain water hose. Use the connector to attach the hose ends and replace cap on exterior spigot. Store the hose in its proper location.
- Wash any kitchen items used and return to their proper place.
- Wipe down tables, counters and stovetops. Wipe up any spills in refrigerator/freezer.
- Sweep and mop kitchen floor. Mops and brooms are located adjacent to the kitchen screen door. A mop bucket is located beneath the sink.
- In winter, place a small amount, approximately ¼-cup, of anti-freeze (located below sink) in the sink traps to prevent freezing.
- Check electric range to be sure all burners and oven are in the “off” position.
- Refrigerator should remain plugged in and running.
- Vacuum carpet. The vacuum is located near the coat rack. Chairs and tables should be returned to their proper place.
- Remove any decorating items (balloons, streamers, etc.)
- Check fires and make sure they are safe to leave.
- Ensure that windows are closed and blinds are lowered.
- Collect trash from hall and outhouse and remove to one of the dumpsters located in Silver City proper.
- Turn off all lights and ceiling fans.
- Lock doors.
- Return key and any used kitchen linens.
- For questions, please contact Tonya Gomez at (605)574-4429.

Thank you, we hope you enjoyed your event! - SCVFD