



LITCHFIELD FIRE RESCUE

10 Liberty Way, Litchfield, NH 03052
Phone: (603) 424-8071 · Fax: (603) 424-2415 · Email: info@litchfieldfd.com

Reservation for Use of Community Room

INSTRUCTIONS: Please print or type all required information clearly. Applicant must be 18 years or older to complete reservation. Incomplete applications will not be accepted. Form must be submitted and approved by Fire Administration 14 days prior to event. **Completed Forms may be emailed to info@litchfieldfd.com or dropped off at the fire station Monday - Friday between 8:00 AM and 4:00 PM.**

APPLICANT INFORMATION

Name: _____ Organization: _____

Address: _____ City/State/Zip: _____

Home Phone: _____ Cell Phone: _____ Email: _____

RESERVATION INFORMATION

Type of Event / Meeting: _____

Anticipated Attendance: _____ Date(s) Requested: _____ Hours Requested: _____
(Capacity 30 People Tables & Chairs) (Capacity 30 people Chairs only)

CANCELLATION

We ask the applicant to provide Fire Administration (info@litchfieldfd.com) or 424-8071 voicemail option #1 with notice of cancellation **at least 24 hours** before the scheduled date and time of use.

CERTIFICATION

I, the undersigned hereby acknowledge and will comply with the following:

1. I understand that my reservation may be cancelled in the event of an emergency requiring Town use of the room. This room also serves as the Town's Emergency Operations Center when activated.
2. By signing this form, you are hereby liable for any costs associated with the cleaning of the room and any damages to Town property.
3. If used during non business hours or on weekends, room access will be given electronically for the hours requested and approved.

Name of Applicant (Please Print)

Signature

Date

Community Room Use Agreement

When available, this community room may be used and is available to all town staff, boards, groups, or town organizations. The Fire Department has exclusive use of this room every Wednesday night from 6 pm -10 pm. Smoking, e-cigarettes, vaping, alcohol or any open flame is prohibited inside the building.

LEGAL OCCUPANCY LIMITS

The legal maximum occupancy of the community / training room is 42 people with tables, 50 people, chairs only. **Presently there only seating for 30.** Applicant shall ensure that the legal occupancy limit is not exceeded at any time during room use.

HOURS

The community room is available for use 7 am to 10 pm seven days a week. The applicant is responsible for ensuring that all attendees, guests, or other persons leave the community / training room promptly once the assigned reservation time has expired.

PERMITTED AREAS OF USE

The applicant and their party may use only the community / training room, lobby restroom and designated parking area (marked lot closest to police station). The parking lot near the building with the exception of handicapped spots are reserved for firefighters or EMTs. They may respond without notice for emergency calls, as the fire station may become active at anytime 24 hours, 7 days a week. For this reason, participants shall not be allowed to enter any other portion of the fire station or property other than the designated areas. Tours of the facility may be arranged in advance.

BUILDING ACCESS

The Fire Station uses electronic door locks throughout the building. Access to the community room and main entrance to the building and lobby will be automatically unlocked / locked according to the hours requested for use. Please make sure this is taken into consideration if set up time is needed. In the event the building is locked at your designated time you can call 424-8071 and leave a voicemail for the duty crew which will automatically notify the duty officer 24/7. The duty officer has the ability to provide remote access to the building.

VIDEO SURVEILLANCE

The Fire Station has security cameras on its premises. The video may be reviewed by Town Officials or Police if an issue or damage arises which warrants review of the tape.

SET-UP AND REMOVAL

The applicant is responsible for set-up of the community / training room including tables, chairs and refreshments. Items are not to be pinned or taped to the walls or structure. During the use of the community room, the room must be maintained in good, clean and safe condition. The community room must be left in a clean and orderly condition. The applicant is responsible to put tables and chairs back the way they found it prior to use.

CANCELLATION

We ask the applicant to provide Fire Administration with notice of cancellation **at least 24 hours** before the scheduled date and time of use. This can be done by phone or email notification.

UNFORESEEN ISSUES

In the event that an issue does arise that needs immediate resolution or notification of a building representative please leave a voicemail with a call back number to the duty crew at 424-8071. The duty crew voicemail is checked by multiple dept personnel. After 15 minutes if no response is received, call Hudson Fire Dispatch at 886-6021, ask for the Litchfield Duty Officer be notified and respond for assistance.