

# **TOWN OF WHITEFIELD**

## **COMMUNITY USE OF WHITEFIELD FIRE & RESCUE STATION FACILITIES**

**DEFINITION:** “Fire station facilities” are buildings and grounds, parking lots and fixed equipment owned by the Whitefield Fire & Rescue Department, as per the Town of Whitefield.

It is the Board’s desire that the local taxpayers who provide the fire station should be able to obtain maximum use of the facilities, to the extent consistent with the primary function of the Whitefield Fire & Rescue Department. It is intended that community uses for educational, recreational, social, civic, philanthropic and like purposes be approved by the officers, in accordance with this policy, the implementing regulations, and a fee schedule approved annually by the Select Board.

The Whitefield Select Board is responsible for developing administrative regulations which provide for timely applications; uses which do not interfere with response or training functions of the fire department; preference to local, not-for-profit organizations; and the acceptance of appropriate responsibility and liability.

Persons and organizations requesting use of these facilities must recognize that emergency response to the community will remain the priority. Scheduled events may have to be cancelled or relocated with short notice.

**FEES:** It is expected that any/all individuals, agents and organizations will maintain the order and cleanliness of the area(s) used. NO EQUIPMENT shall be used without proper advance authorization. There is no fee for use of the facilities; however, a fee may be assessed for the following purposes:

- If items are left behind and the fire personnel or town official are required to clean up after an event.
- If any/all items with the facilities are damaged, broken or removed.

**APPROVALS:** Upon review of the facilities request, the named contact individual will be notified if approved or not. Do not assume your request has been received or approved if you are not contacted.

**All requestors must complete and submit a  
“Release and Agreement to Hold Harmless Waiver” and a  
“Use of Fire Station Facility Form”**

**Send or Drop off forms to:  
Whitefield Town Office  
Attn: Administrative Assistant  
36 Townhouse Road  
Whitefield, ME 04353**

# TOWN OF WHITEFIELD

## Community Use of Whitefield Fire and Rescue Station Facilities Waiver, Release and Agreement to Hold Harmless

In consideration for being allowed to make use of the Whitefield Fire & Rescue Department station facilities of the Town of Whitefield, the undersigned, for him/herself and the organization named below, hereby agrees to assume all risk of injury, any of the organization's members, participants, guests or others associated with the undersigned (including all risk of injury, harm, damage caused by negligence of the Town of Whitefield, Whitefield Fire & Rescue Department, its officers, agents and members) arising or occurring in connection with the use of fire station facilities. I hereby release and agree to indemnify and hold harmless the Whitefield Fire & Rescue Department and its officers, agents and members from any and all liability, actions, damages and claims of any kind or nature whatsoever (including liability, actions, damages and claims caused by or arising from the negligence of the Whitefield Fire & Rescue Department, its officers, agents and members) for injury or harm to person or property that may arise or occur in connection with use of the fire station facilities.

If any part of this agreement is held to be unenforceable, then all other parts of this agreement shall be enforceable to the full extent permitted by law.

I have read the above document carefully before signing it and sign it voluntarily with full knowledge of its significance. I UNDERSTAND THAT I AM RELEASING, HOLDING HARMLESS AND INDEMNIFYING THE TOWN OF WHITEFIELD, WHITEFIELD FIRE & RESCUE DEPARTMENT AND ITS OFFICERS AND THEIR AGENTS AND MEMBERS FROM ALL HARM ARISING DURING MY/YOUR USE OF THE FIRE STATION FACILITY TO THE FULL EXTENT PERMITTED BY LAW, INCLUDING HARM CAUSED BY THE NEGLIGENCE OF THE WHITEFIELD FIRE & RESCUE DEPARTMENT, ITS OFFICERS OR THEIR AGENTS OR MEMBERS.

Name and address of organization \_\_\_\_\_

\_\_\_\_\_

Contact Individual(s) \_\_\_\_\_

Contact Telephone (required) \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Individual User  
or Authorized Agent or Organization

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

# Use of the Whitefield Fire & Rescue Request Form

IN THE EVENT OF CANCELLATION: CALL THE TOWN OFFICE AT 207-549-5175

~ This application must be submitted at least 7 days in advance of the event ~

**Please print all information**

This agreement is made between the TOWN OF WHITEFIELD,  
WHITEFIELD FIRE & RESCUE DEPARTMENT and

\_\_\_\_\_  
(Name of individual contracting and the organization represented)

Street Address: \_\_\_\_\_

Town/City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Request Date:** \_\_\_\_\_ **Time:** From \_\_\_\_ AM\_\_ PM\_\_ To \_\_\_\_ AM\_\_ PM\_\_  
(Day of week) (Month, Date, Year)

**Additional Date:** \_\_\_\_\_ **Time:** From \_\_\_\_ AM\_\_ PM\_\_ To \_\_\_\_ AM\_\_ PM\_\_  
(Day of week) (Month, Date, Year)

**Description of Use:**

\_\_\_\_\_  
\_\_\_\_\_

**Approximate number of people involved:** \_\_\_\_\_

**Area(s) and/or equipment requested for use (include ALL areas)**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature of Requestor*

\_\_\_\_\_  
*Date*

Total Fee, if Applicable: \_\_\_\_\_

Fee Waived \_\_\_\_\_

\_\_\_\_\_  
*Signature of Authorizing Agent of Town of Whitefield*

\_\_\_\_\_  
*Date*

\_\_\_ Approved \_\_\_ Not Approved because: \_\_\_\_\_