



## Town of Whitefield Fire and Rescue Station Facilities Use Policy

This policy governs the public use of the Town of Whitefield's Fire and Rescue Station facilities ("Station") located at 24 Townhouse Road, and includes both the building and grounds. It does not apply directly to Town-authorized functions, although they are still expected by the conditions for use of the Station.

It is the policy of the Town to make the Station available for the use of local fraternal, educational, civic, social, recreational and other similar purposes. Any group or individual using the Station must demonstrate a connection to or interest in local affairs and/or community betterment. Preference will be given to those having the most direct association with Whitefield. This Policy does not apply to or permit use of the Station for any direct or indirect commercial purpose. The Town will consider any such use on a case-by-case basis.

Persons interested in use of the Station must contact the Town Office and complete a Station Use Request Form. Requests should be made at least 7 days in advance. The use of the Station is not authorized until the form is approved by a municipal official. The Town Office maintains a calendar for use of the Station and reservations will generally be taken on a first come, first serve basis. The Select Board or a municipal official will resolve any conflicts or priorities for use of the Station. Scheduled Town functions (e.g. Select Board meetings, Fire and Rescue training, public meetings) will take precedence for use of the Station. Once a reservation for the Station is confirmed, a limited access key for the Station may be picked up at the Town Office.

Because the Station's primary purpose is to support public safety, emergency situations may necessitate the cancellation of prescheduled events on short notice.

Persons using the Station shall make a \$50 deposit prior to the date of use. If the Station is left in good condition and the conditions of use below are followed, the deposit will be returned. The deposit will be used as credit toward any necessary cleanup or repairs resulting from the use of the Station. Making a deposit does not limit the liability of persons using the Station, who will remain fully responsible for any and all costs to the Town they may incur. The Select Board may waive this deposit on a case-by-case basis.

The following conditions apply to the use of the Station.

1. The use must be strictly limited to that stated in the written request.
2. The use of the building is limited to meeting rooms, restrooms and kitchenette.
3. Persons must not enter the equipment bay or offices without specific authorization.
4. The building and grounds must be cleaned up after use (leave it as you found it).
5. All trash created during an event must be removed ("carry in, carry out").
6. Vehicles must be parked in the municipal parking lot, with the exception of handicap parking.
7. Vehicles that require handicap parking should be parked in the first two spaces closest to the building.
8. Under no circumstances shall the equipment bay doors be blocked by vehicles or in any other way.
9. Any equipment to be used must be pre-approved.
10. Persons must provide all of their own supplies such as paper goods, utensils, food items, etc. Any supplies in the Station are for Town use only.
11. The thermostat is not to be adjusted. Note: the building has a radiant heat system that takes several hours to respond, so short-term adjustments are ineffective anyway.

12. The group leader must be present at all times and the last to leave the building.
13. Upon leaving the building, all lights must be turned out and all doors and windows locked.
14. No furnishings, equipment or materials may be removed from the premises.
15. Alcoholic beverages and smoking are not permitted in the building or on the grounds.
16. Occupancy limits allowed in the meeting room are as follows:

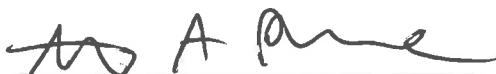
# of Persons – Standing Room: **96 People**

# of Persons – with Tables & Chairs: **45 People**

All persons and groups using the Station are responsible for the safe, proper and lawful use of the building and grounds. Users shall hold harmless, indemnify and defend the Town of Whitefield from claims, suits, liabilities, expenses and losses imposed upon them as a result of the actions or inactions of the users related to the use of the Station. The Town shall hold harmless, indemnify and defend users from claims, suits, liabilities, expenses and losses imposed upon them as a result of the actions or inactions of the Town's employees, officers or agents related to ownership of the Station. Any and all damage to the Station building and/or grounds will be the responsibility of the person or group using the Station.

Originally Approved April 10, 2012

Amended: 27 Jan 2026



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