

**The J.K. Yearick Center & Howard Fire Company  
Rental Rules and Regulations**

1. The truck room, office, storage areas, and large kitchen are off limits to unauthorized personnel.
2. Smoking is **NOT** permitted in the hall whatsoever. Any evidence of smoking inside the building will result in extra fees. **Initial:**  
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3. Thumb tacks, nails, or tape may **NOT** be used on the walls, floors, or ceilings. All decorations should be installed from the ceiling hangers only. Free-standing floor and table decorations are permitted.
4. Outside licensed caterers are permitted. The kitchenette area adjacent to the banquet room is provided for food warming, coffee preparation, and washing small items. The large kitchen and steam table is not available to Outside caterers. Steam Table can only be used by fire company members.
5. Thermostats are pre-set and should not be adjusted.
6. The renting party is responsible for on-site parking control. Vehicles must allow for access of emergency equipment and parking by our responding firemen. The fire lanes should not be blocked at any time for any reason.
7. Any accidental breakage should be reported. The cost of repair or replacement will be the responsibility of the renting party. The J.K. Yearick Center and the Howard Fire Company are not responsible for lost or stolen items.
8. The renting party is responsible for mopping up any accidental spills for the safety of their guests.
9. Any container holding ice (ex: tubs w/soda or beer) must be leak and sweat proof or you must provide some type of absorbent material (ex: carpet, towels, blanket) to soak up the excess water caused by condensation.
10. Alcoholic beverages are permitted in the building. The renting party is responsible for having an insured PA. RAMPS certified person serve any and all the alcohol. The renting party is responsible for alcoholic beverages at their own expense: **Initial:**  
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11. Use of the Entertainment Sound System is not permitted unless prior arrangements are negotiated.
12. Rental is from 10:00 a.m. to 12:00 midnight.
13. The foyer door should be locked and the renting party should exit via the northern door.

I/We have read and understand all the rules and regulations set forth by the J.K. Yearick Center and Howard Fire Company. I/We agree to abide by all the rules and regulations set forth. I/We also understand that we are responsible for any and all damages that may occur during the time we have contracted the facility.

Make checks payable to **Howard Fire Company.**

Send to: Howard Fire Company, C/O Rich Sutton 219 HillCrest st , Howard, PA 16841.

**Thank You**

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Scheduling/Marketing Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Renting Party Signature(s)

\_\_\_\_\_  
Date