

Hahnville Volunteer Fire Department

Station Use Policy

Any active member is allowed to utilize Station #31 or Station #32 for personal (Private) use under the following conditions. This policy does not apply to department sponsored events or those intended for the general public (Fire Prevention, tours, scouts, open house, etc.)

Only those members at least 21 years of age and having been an active member of the department for at least 1 year will be allowed to sponsor a private meeting or function for their immediate family (Mother, Father, Spouse, Children). Each member is limited to two (2) requests each calendar year.

The membership shall approve the request by a majority vote at a general membership meeting. The vote will be by secret ballot.

Fire Department needs and Parish request shall take priority with regards to scheduling of the station. All scheduling will be on a first come, first serve basis.

The member requesting the station shall be present for the entire function, including set up and cleaning. The only exception will be in the event of a department emergency call which the member is expected to attend.

Absolutely **NO ALCHOLIC BEVERAGES** will be allowed on department property at any time during the use of the station.

No smoking or other use of tobacco products will be allowed inside the stations. The Parish ordinance shall be followed on department property.

Occupancy of the station for the function will not exceed 6 hours (including set-up, function, and clean-up) and shall end no later than 11:00 pm.

The member shall be responsible for all loss or damage to department property.

The member shall ensure department equipment and apparatus are not disturbed unless under the direct supervision of the Chief, President, or designee.

The member shall provide all necessary items needed for the function. No department consumable items shall be utilized from the department (ex.-Paper plates, plastic utensils, foil, plastic wrap, go boxes, etc.).

The member shall ensure the building is cleaned and arranged as normal prior to leaving. All trash shall be bagged, deposited in trash cans and placed at the street for pick-up.

Station #31 meeting area is limited to 75 people and shall not be exceeded under any conditions.

At no time shall any HVFD stations be utilized for any benefits, fund raisers, or money making events.

I _____ understand and agree to abide by the above rules when utilizing the Hahnville VFD building, _____, for my personal use. I also understand any violation of the above rules will mean I will enter the discipline process of the Hahnville VFD.

Member Signature _____ Approved by (Chief or President): _____

Date & Time of Approved Use _____