

**REQUEST FOR USE OF CITIZENS' HOSE COMPANY TRAINING ROOM**

*ONE FORM REQUIRED FOR EACH DATE*

**Name of Contact Person:** \_\_\_\_\_

**Name of Organization (if applicable):** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Describe Activity:** \_\_\_\_\_

I, the above listed contact person, have read the reverse side of this form and fully understand the regulations and conditions as set forth by the Citizens' Hose Company and have received a copy of these rules. I agree to abide by all the rules and conditions of the Citizens' Hose Company and will ensure that all users of the facility are aware of these conditions. I understand that any damage incurred during the event are my responsibility and repairs completed will be billed to me by the Citizens' Hose Company. All appropriate fees are submitted with this form.

**Signature:** \_\_\_\_\_

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

*Office Use Only*

Form received by: \_\_\_\_\_ Date received: \_\_\_\_\_

(Check if Received)       Use Fee                       Check # \_\_\_\_\_  Other \_\_\_\_\_

Board Action: Date: \_\_\_\_\_       Approved       Denied

Date Contacted \_\_\_\_\_

By: \_\_\_\_\_

Balance: \_\_\_\_\_

Deposit: \_\_\_\_\_

Amt. Due: \_\_\_\_\_

**RULES AND CONDITIONS FOR THE USE OF THE  
CITIZENS' HOSE COMPANY BANQUET HALL**

1. *A usage fee will be charged for each date requested payable to the Citizens' Hose Company, No. 1, Inc. and must accompany this application. The usage fee schedule is as follows;*
  - *\$150.00 base price*
2. This application must be completed in full, signed, and all appropriate fees included.
3. The maximum capacity of the training room is 60 occupants.
4. The training room is a tobacco free facility.
5. If training room is requested for full day, a clean-up fee of \$50 will be added.
6. The Citizens' Hose Company Board of Directors must authorize use of training room in advance.
7. All property is to be treated with care and respect.
8. The property of the Citizens' Hose Company is under 24 hour surveillance.
9. **Returned Check Policy: If a check is returned, payment must be made in full, including any applicable fees, prior to the event, by cash or money order or the event will be cancelled by the Board of Directors.**
10. ***Any variance from the conditions of the contract shall be addressed by the Citizens' Hose Company Board of Directors. The Board of Directors has the right to waive any condition of the contract.***