



Grand Lake Fire Protection District
PO Box 1408 Grand Lake, CO 80447
970-627-8428

Firehouse Public Use Agreement

As a service to the community, the training room, board room and day room (with kitchen) are made available to the public at no charge.

Users include organizations, agencies and groups for meeting or training purposes only. The room is not available to individuals or for parties, social functions, receptions, etc. A \$50 cleaning deposit may be requested of new users.

Scheduling of these facilities is on a first-come-first-serve basis with the Fire Department reserving the right to reschedule or cancel any user with prior notice. Scheduling is accomplished by contacting the Fire Department at 970-627-8428 up to four months in advance of the requested date. These rooms are generally available 7 am to 10 pm, seven days a week with the exception of Wednesday nights which are reserved for Fire Department functions. Out of respect to other users, if the organization elects not to use the room, please call and cancel the reservation as soon as practicable.

Cleaning up after use of any of the rooms is the responsibility of the user. We ask that the user leave the room at least as clean as they found it, which includes **required** vacuuming, removing items brought and returning tables and chairs to their original configurations. Vacuum, mops, extra toilet paper and towels are located in janitor's closet across the hall from kitchen sink. The key to this room is hanging on the cabinet door above the dishwasher. Under no circumstances may anything be taped or tacked to the walls without the express permission of the Fire Department.

Alcohol, smoking or use of any tobacco product is **not** permitted on Fire Department property.

Access codes provided for the doors are valid for the day. Security is important and we ask that the codes not be shared with anyone other than those listed below.

Violation of any of the terms of use listed above may result in future loss of use of the facility by the organization.

Organization: _____
Proposed use: _____
Room(s) requested: _____
Dates and times: _____
of users: _____

Primary Contact: _____
Address: _____

Phone #: _____

Secondary Contact: _____
Phone #: _____

Access codes to: _____

Confirmed by: _____
Fire Department Representative

Date Completed: _____