



North Haines VFD Inc.

PO Box 72
1290 Country Rd.
Rapid City, SD 57709-0072
P: 605-348-4001
nhvfd@nhvfd.org
www.nhvfd.org

FACILITY RENTAL AGREEMENT

This agreement is made between:

The **Lessor:**

North Haines VFD Inc.
PO Box 72
1290 Country Rd.
Rapid City, SD 57709-0072

(Hereinafter referred to as the "Fire Department")

AND

The **Lessee:**

Person or Organization: _____

Contact Name – Please Print: _____

Mailing Address: _____

City, State, Zip Code: _____

Contact Phone Number (Daytime): _____ (Night): _____

(Hereinafter referred to as the "Lessee")

On this day of: _____, 20_____

The date or period the Kitchen/Training room is requested: _____

The times the facility is requested: _____

Fee:

\$35.00 per 4 hours or \$50.00 per day for residents of the North Elk Fire District
\$50.00 per 4 hours or \$75.00 per day for non-residents of the North Elk Fire District
Emergency Service and Volunteer organizations will be exempt from fees

A \$100.00 security deposit check will be required to reserve the facility for your requested date. Upon final inspection by the Fire Department the security deposit will be returned.

Fire Department Responsibilities:

1. Will provide the facility in a clean and safe condition
2. May cancel any event when it has been determined by the Fire Department that to hold the event jeopardizes the interest and property of the fire department and/or the lives and safety of the event participants and Fire Department members.
3. Provide access to Fire Department audio/visual system with proper instruction from Fire Department (Instructions Enclosed)
4. Lessee will have access to kitchen and training room telephone to be used for emergency and local calls only.
5. Fire Department will furnish available chairs, tables, and kitchen equipment during the rental period
6. Fire Department will furnish Lessee with proper entrance key to enter the building

Lessee Responsibilities:

1. Will use only facilities identified in this agreement. All bays, the communications room, and rear offices are off limits unless approved by the Fire Department representative.
2. Will exercise the greatest care in the use of the facility (including equipment) and adjacent premises.
3. Will be responsible for leaving the facility clean, failure to do so may result in the forfeiture of the security deposit and/or refusal by the Fire Department to lease facilities to the in the future.
4. Will under no circumstances remove Fire Department equipment or material from the facility, unless prior arrangements have been made through the Fire Department representative.
5. Will prohibit disorderly conduct. It shall be unlawful for any person to engage in any activity on the Fire Department facility grounds which may constitute a hazard to others.
6. Will prohibit firearms, fireworks, and explosives of any kind on facility premises.
7. Only service animals will be allowed in the training room. Service animals must be well behaved and controlled at all times. Service animals are not permitted in the kitchen area.
8. This is a Tobacco-Free facility, smoking is permitted outside the facility and all trash must be removed.
9. This is an alcohol-free facility; any evidence of alcohol use shall result in forfeiture of security deposit and refusal by the Fire Department to lease the facility in the future.
10. The building is protected by full fire alarm and fire suppression systems. Absolutely no items shall be hung from sprinkler heads or smoke detectors. Also, due to these systems smoke machines are prohibited from use in the training room.
11. Remove all food and any other items brought in from the facility at the end of the rental period. Trash may be left in the provided trash cans for disposal by the Fire Department.

12. The Lessee shall indemnify, defend, and hold harmless the North Haines Volunteer Fire Department Inc. and/or North Elk Fire Protection District and their officers and members against any and all demands, causes of action, or any other claims of the renting party, its members, agents, employees, subcontractors, patrons, guests, or invitees arising out of or related to the renting party's rental of the Fire Department facility.
13. Please utilize the east parking lot as much as possible, allowing adequate space in the event of a fire department emergency.
14. The lessee will be responsible, and will reimburse the Fire Department for all damages to the facilities, but is not limited to, damage to the restrooms, tables, chairs, lights, audio/visual equipment, or any other property or asset owned by the Fire Department.
15. The individual who signs the Fire Department facility agreement is responsible all aspects of this agreement, facility key(s), and all guests.
16. Will upon completion of the activities, contact the Fire Department representative to inspect the facilities used, so as to mutually agree as to the condition of the grounds and/or facility. The Security deposit received will then be returned after inspections are complete.

The person signing this agreement agrees to the rules and regulations set forth in this agreement.

I agree to all the above stipulations and requirements: _____

Date: _____

Fire Department Representative Signature: _____

Printed Name: _____

Title: _____

"In accordance with Federal Law and US Department of Agriculture Policy, this institution is prohibited from discriminating based on race, color, national origin, age, disability, religion, sex, and familial status. (Not all prohibited bases apply to all programs)

To file a complaint of discrimination, write USDA Director, Office of Civil Rights, 1400 Independence Avenue SW, Washington DC 20250-9410, or call 800-795-3272 (Voice) or 202-720-6382 (TDD)

Procedures for using A/V Equipment:

1. Turn on A/V System using the button on the east wall marked "ON". This will turn on the projector and the sound system
2. To change sources on the display, press the source button on the wall and use the arrows to select the item which you would like to display.
3. Computers may be plugged into the system using HDMI, or VGA connections directly to the wall in the corner of the room. If audio is needed for your computer disconnect the audio cable from the wireless projection system on the table in the corner and connect directly to your computer. As an alternative option, the computer in the corner may be used wirelessly throughout the room with full audio and visual connections already completed.
4. If using the system for DVD/VHS/Gaming/Cable TV, ensure the video source is selected on the projector and the DVD/VCR is turned on. Cable TV may be viewed by pressing the VCR button on the DVD/VCR and making sure the channel is set to Channel 4. The small black remote is used to change the cable TV channels.
5. Volume is controlled on the wall controls and is clearly marked as Vol Up or Vol Down

Facility Contact Persons:

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| Jason White | 605-391-6283 |
| Rick Huling | 605-390-2288 |
| Matt Thompson | 605-484-6644 |