

**POTTERVILLE FIRE DEPARTMENT  
COMMUNITY ROOM RESERVATION FORM**  
PLEASE PROVIDE ALL INFORMATION REQUESTED OR THE  
REQUEST WILL NOT BE REVIEWED.

NAME OF REQUESTING PARTY \_\_\_\_\_

ORGANIZATION IF APPLICABLE \_\_\_\_\_

SCITUATE RESIDENT YES  NO  HOW MANY ATTENDING \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

PHONE NUMBER(S) H \_\_\_\_\_ C \_\_\_\_\_

DATE REQUESTED \_\_\_\_\_ DESCRIBE USE \_\_\_\_\_

HOURS OF USE \_\_\_\_\_

WILL THIS BE A REOCCURING USE YES  NO  IF YES  
DESCRIBE THE PATTERN OF REOCCURRENCE (every 3<sup>rd</sup> Friday etc.)

\_\_\_\_\_  
DATE \_\_\_\_\_

Signature of person filling out this form:

\_\_\_\_\_  
Print name:

DEPOSIT COMPLETED FORM IN THE CHIEF'S MAIL BOX

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OFFICE USE

APPROVED  NOT APPROVED

RECORDED \_\_\_\_\_ FAXED \_\_\_\_\_ DATE \_\_\_\_\_ INITIALS \_\_\_\_\_

**POTTER VOLUNTEER FIRE DEPARTMENT**  
**COMMUNITY ROOM USE AGREEMENT**  
**GENERAL PUBLIC**

In consideration of the mutual promises contained herein, the parties hereto agree follows:

The Potterville Volunteer Fire Department (Department) shall for a nominal fee rent the Community Room (Room) to a Qualified Applicant (Applicant). Qualified Applicants are those entities residing or operating in the Town of Scituate that complete the necessary request forms and pay the required rental fee and damage deposit. If, in its sole discretion, the Department determines that Applicant has violated this agreement or any of its terms, the Department shall have the right to prohibit Applicant from future use of the Room.

The Room fee shall be \$50.00 and is payable at the time application is made. The damage deposit shall be \$100.00, payable before the event date, and shall be refunded within ten (10) days of the completion of the event. In the event the Department incurs any costs associated with Applicant's use of the Room, including but not limited to damages, cleaning, disposal of refuse, removal or decorations, and/or any other activity designed to replace the Room to its original condition, the cost therefore shall be deducted from the damage deposit.

Applicant must call the Department to reserve the Room on each and every occasion Applicant wishes to use the Room. Reoccurring usage is allowed, however it must be agreed to by the Department in writing prior to any Applicant using the Room on a recurring basis.

Applicant and any and all guests shall vacate the Room and the Department property no later than 11:00 pm for any and all events.

The possession or consumption of any alcoholic beverages is **STRICTLY PROHIBITED**. Alcoholic beverages shall not be possessed or consumed anywhere on the property of the Department, whether indoors or outdoors. Any violation of this policy will result in the immediate ejection of Applicant and any guests thereof, and will be banned from future use of the Room or the property of the Department.

Applicant shall not attach or otherwise secure, temporarily or permanently, any decorations, banners, streamers, balloons, tape, adhesives, or any other material, to the walls, windows, ceilings, floors, tables, chairs, or any other property of the Department.

Applicant is authorized to utilize the stove and refrigerator in the kitchen located in the Room. Applicant may use the oven only with the express written consent of the

