



---

**WHITEFIELD VOLUNTEER FIRE DEPARTMENT**  
**Station Use Policy for Firefighters and Immediate Family**

**July 2010**



# WHITEFIELD VOLUNTEER FIRE DEPARTMENT

## Station Use Policy for Firefighters and Immediate Family

Approved by Whitefield FD Board of Directors July 13, 2010

### I. Purpose

The primary function of the Whitefield Volunteer Fire Department (Station) is to house fire apparatus and equipment, provide a meeting location for fire department business and training, and to provide a site for training firefighters.

Use of the Station for emergency purposes (i.e. command center, personnel staging area, or protective shelter for victims of disaster) takes precedence over all other uses of the Station regardless of any prior reservations.

Within the limitations described above, the Whitefield FD will permit the use of its Station under the following conditions. These procedures shall govern the uses of the facilities of the Whitefield FD, which include the parking lot, dayroom, kitchen, restrooms and bays.

### II. Station

Only the dayroom, kitchen, restrooms and hallway are available for use, unless specific permission is obtained from the Whitefield FD Board of Directors. The following amenities are available for persons using the Station:

Dayroom – The dayroom has approximately 10 rectangular tables which will each accommodate eight (8) people. Additionally there are approximately 40 metal folding chairs.

Kitchen – The kitchen has a stove/oven, microwave, ice machine and refrigerator available for use. Plates, pots and pans, and kitchen utensils are not provided. The Responsible Person is responsible for returning the kitchen to a clean condition at the end of the event.

Telephone – The dayroom telephone may be used for local calls only.

### III. Requests for Use of Station

The Station Use Application Form (attached to this policy) must be delivered either in person, or mailed to the Chief. The Chief is responsible for maintaining the schedule for the Station. The Chief has full authority to permit or deny use of the Station for any reason.

Any person or group using the Station shall designate an individual to be its Responsible Person. The Responsible Person has the responsibility to:

- Act on behalf of the requesting group or organization.
- Return property (including dayroom and kitchen) to its original condition.
- Repair any damage caused by their group or any person present at the event.
- Replace any items lost, stolen or destroyed.

### IV. Scheduling

Events shall be scheduled on a first-come, first-served basis. Applications for the use of the Station must be submitted in writing to the Whitefield FD in a timely manner so that the request can be considered by the Whitefield FD Board of Directors, at least 14 days prior to the date of the intended use. No event shall be considered officially scheduled until the person requesting use is notified by the Chief.

## V. General Restrictions

All persons using the Station are governed by the following general regulations:

1. A member of the Whitefield FD must be present for the duration of the event.
2. No unruly or destructive behavior on the part of anyone using the Station for the activity will be tolerated. The Whitefield FD reserves the right to expel anyone and everyone from the premises who exhibits such behavior.
3. The Station is available for use between the hours of 7:00 AM until 10:00 PM.
4. No decorations or any other material may be taped or otherwise mounted to any surface inside the building. All decorations and materials must be removed immediately after use.
5. No activity will be permitted which involves fire or any hazardous or dangerous object or substance (with the exception of birthday cake candles).
6. No animals are permitted in the building.
7. No smoking is allowed inside the building. Smoking is permitted outside.
8. No alcoholic beverages are permitted on the premises.
9. No political activities shall be conducted at the station, with the exception of use of the station for the Bowling Green Voting Precinct on scheduled election days.
10. The station may not be used for private business or profit-making activities.

**No persons are permitted to enter any unauthorized area of the station unless accompanied by a member of the Whitefield FD. Unauthorized areas include, but are not limited to the office, storage rooms and apparatus bay areas where fire apparatus are stored. Groups who are granted permission to use the apparatus bay areas are required to have a member of the Whitefield FD physically present to ensure the security of the apparatus and equipment.**

## VI. Acknowledgement of Noise from Fire Station and Apparatus

Use of the Station is with the understanding that there may be public address calls from station speakers, sirens and engine noise from the fire apparatus housed at the Station.

## VII. Parking

There is limited parking available on the property. Visitors to the Station are legally forbidden from parking in front of the apparatus bays or in a manner that impedes fire department vehicles from responding to emergencies.

**Vehicles illegally parked are subject to immediate towing and/or forcible removal at the owner's risk and expense.**

## VIII. Damage or Loss

The Responsible Person shall be held fully responsible for any loss or damage of any Whitefield FD or Anderson County FD property caused by intentional or negligent conduct on the part of any persons using the Station.



# WHITEFIELD VOLUNTEER FIRE DEPARTMENT

4000 Highway 29 N – Belton, SC 29627

## Station Use Application Form

Please check one of the following:

- Individual/Group
- Non-Profit Organization
- Children's Birthday Party or Event
- Other (please specify) \_\_\_\_\_

Date(s) requested: \_\_\_\_\_ Times: From: \_\_\_\_\_ To: \_\_\_\_\_

Individual making request: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Telephone: (day) \_\_\_\_\_ (evening) \_\_\_\_\_

Name of Organization/Group: \_\_\_\_\_

Responsible Person (refer to policy): \_\_\_\_\_

Number of persons attending event: (adults) \_\_\_\_\_ (children) \_\_\_\_\_

Proposed activities to be conducted at the Station:

---



---



---



---

I have read the Whitefield FD Station Use Policy (attached) and agree to abide by the terms and conditions set forth in the policy. I agree to assume all responsibility for all liabilities that occur or arise in any way out of the use of the premises, and to hold the Whitefield FD and its members and officers harmless from all costs, expenses, losses and damages, including the cost of defense incurred as a result of any acts of the User or guests of the User, during the use of the premises for said activity.

\_\_\_\_\_  
Signature of Responsible Person (User)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**WHITEFIELD FD USE**

Approved  Disapproved Date: \_\_\_\_\_  Entered in Calendar

Special Requirements:

---



---



---

Member present for duration of event: \_\_\_\_\_