



## Gaston Rural Fire District

102 East Main Street Gaston, OR 97119

Telephone: (503) 985-7575

Fax: (503) 985-7382

### **Building Use Request**

Applicant: Please provide complete information as requested in this application.

Full Name: \_\_\_\_\_ Phone (Work): \_\_\_\_\_

Address: \_\_\_\_\_ Phone (Home): \_\_\_\_\_

Billing Address: \_\_\_\_\_

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

Responsible Party and Relation to Group Requesting: \_\_\_\_\_

Description of Event/Activity: \_\_\_\_\_

Is this a fundraising event: \_\_\_\_\_ Will admission be charged: \_\_\_\_\_

Will food or beverages be served: \_\_\_\_\_ (District permission required)

Specify date(s) and time period of use: \_\_\_\_\_

Approximate number expected to attend: \_\_\_\_\_

Room arrangement or equipment you would like to request: \_\_\_\_\_

**Liability Insurance Is Required – A certificate of Liability Insurance must be provided prior to use of the facility.**

Liability Carrier Name: \_\_\_\_\_ Proof of insurance provided: \_\_\_\_\_

Lessee hereby expressly covenants and agrees to indemnify lessor, its Board of Directors, and all other of its officers against all claims and demands for damages for injury to any person or property occurring on the leased property or elsewhere, or by virtue of any act or thing done on the leased property or elsewhere either by lessee or any other person.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

To Be Completed by Gaston Rural Fire District:

Date is available: \_\_\_\_\_ Building staff assigned: \_\_\_\_\_ Equipment available: \_\_\_\_\_

Building Approval \_\_\_\_\_ Date: \_\_\_\_\_

Any fees to be assessed: \_\_\_\_\_

Administrative Approval \_\_\_\_\_ Date: \_\_\_\_\_

General Rules

1. Groups will not be admitted until their scheduled time and with a District representative present. The responsible party should be present on site at all times during the activity unless arrangements have been made prior to the event.
2. The use of alcoholic beverages or illegal drugs in any form is prohibited and usage would mean future loss of opportunity to use facility. Use of tobacco products is prohibited within the building.
3. Billings are done at the close of each month. Payments shall be made to the Gaston Rural Fire District.
4. Users will be billed repair/replacement costs for damages incurred in use.
5. Deposit-The District reserves the right to ask for a deposit as a condition of rental in order to offset potential costs that may result as a consequence of the use of Department equipment or facilities. Any costs generated by the approved use would be subtracted from the deposit amount and the balance, if any, would be returned to the applicant. If costs in excess of the deposit are incurred, the lessee is responsible for their payment.
6. The District may assess additional fees for energy charges, water charges, garbage collection or additional cleanup.