

Casco Fire Station Facility Use Policy

The Town of Casco recognizes that Central Station and Company 2 are substantial community assets. To maximize the use of the stations and avoid conflicts, a scheduling process has been implemented.

PRIORITY OF USE

1. Municipal functions (Fire & Rescue activities, Town meeting, Public Hearings, Elections, etc)
2. Resident groups (defined as resident non-fee civic or service organizations for purposes of education, recreation and civic improvement)
3. Non-profits must be Casco based.
4. All others (defined as for profit and private functions)

REGULATIONS

A Designated Fire Department Officer is authorized to grant approval for the use of the meeting rooms and kitchen in accordance with this policy. All use of facilities shall be subject to the following regulations:

- A. Requests for use of the space must be made by one or more individuals who are at least 21 years of age, and who will be responsible for monitoring and supervising all activities at the site during the period reserved.
- B. Requests for the use of Central Station or Company 2 must be made in a timely fashion. The process shall be to call first or check the schedule to see if dates are available. No verbal confirmation or “penciling in” of reservation may be construed as an approval or guaranteed reservation. An agreement shall be completed and returned for authorized signature. No date is confirmed until contracts have been signed by both parties. Individuals or groups are only allowed to use the space they have requested in writing.
- C. The Town reserves the right to deny any person or organization the use or rental of Central Station or Company 2 meeting rooms or kitchen when in the opinion of the Town the use may jeopardize the safety of the public, overtax the capacity of the building, create an untenable traffic or parking situation or when the use is determined to be not in the best interest of the Town of Casco.

- D. The individual(s) or group(s) utilizing the space shall be responsible for the cleaning, picking up and removing any and all materials they wish to retain following the event; shutting off the lights, removing all trash and securing the building after the event. In the event that the users damage the facility or fail to properly clean and remove debris, the Town shall obtain an estimate of damage and/or engage custodial services and shall, if necessary, charge the user(s) for any additional costs.
- E. For all private functions the building will be unlocked by a designated town official who will inspect and lock the building following the function.
- F. There is absolutely no smoking or use of drugs in the building or on the grounds. No use of alcohol, unless provided by a licensed caterer with the proper permits and Selectman approval.
- G. The Town reserves the right to require any security measures and or deposits deemed necessary by the Station Officer and/or Town Manager. The Town reserves the right to cancel any and all reservations for Central Station or Company 2 without notice and without providing any other accommodations.

Policy subject to change
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