

**TOWN OF WATERBURY  
MAIN STREET FIRE STATION – MEETING ROOM  
APPLICATION**

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization: \_\_\_\_\_

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

Reason for requesting use of Meeting Room: \_\_\_\_\_

Is the event private or open to the public? \_\_\_\_\_ Number of people expected: \_\_\_\_\_

Date of event: \_\_\_\_\_ Will you be using tables? \_\_\_\_\_

Rental Time (Include time from set-up to tear-down): \_\_\_\_\_

Are you requesting permission to serve alcohol? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you requesting permission to use the kitchen? \_\_\_\_\_ Yes \_\_\_\_\_ No

I have read the Town of Waterbury's "Main Street Fire Station - Meeting Room Policy" and agree to its provisions. It is further agreed that, in further consideration for the use of the Town's facilities, I agree to hold harmless the Town of Waterbury for any injury or damages occurring as a result of the activities or presence in the Town's facilities and to indemnify the Town regarding any claims made against the Town arising from the activities or presence in Town facilities, including any claims brought by persons who come onto the Town's premises because of activities or any claims arising from acts or omissions of such persons, regardless of the basis of the claim. I shall notify my liability insurance carrier of this agreement, and shall take such steps as are necessary to include the Town in its insurance coverage.

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

Rental Fee: \$ \_\_\_\_\_ Deposit \$ \_\_\_\_\_ (if applicable)

**Checks are payable to Town of Waterbury.**

**Please submit separate check for deposit, if applicable. Return form and check(s) to  
Pam Pratt, Waterbury Municipal Offices, 51 So. Main Street, Waterbury VT 05676**

.....

Request approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Rental fee of \$ \_\_\_\_\_ paid in full. Deposit of \$ \_\_\_\_\_ paid in full.

Approved by: \_\_\_\_\_  
Waterbury Fire Chief

Special conditions: \_\_\_\_\_

# TOWN OF WATERBURY MAIN STREET FIRE STATION – MEETING ROOM USE POLICY

Rental Fees: (Checks are payable to the “Town of Waterbury”)

	Waterbury Municipal Groups	Non-Profits	Governmental & Regular Rates
Meeting Room	\$0	\$25	\$150
Meeting Room and Kitchen	\$0	\$75	\$250
Kitchen Deposit	\$0	\$50	\$100

Policies:

1. All spaces are reserved on a first-come, first-served basis, with priority given to Waterbury Fire Department and other municipal uses.
2. Maximum occupancy is 110 people (with tables) or 230 people (no tables).
3. Rental payments must be made in full at time of application for rental. Submission of an application does not guarantee acceptance.
4. The Town of Waterbury reserves the right to cancel or reschedule any activity at its sole discretion. The facility is a working fire station and emergencies may occasionally require cancellation or rescheduling of an event. In the event of cancellation, a refund will be provided.
5. Facility must be left in same condition as prior to the event. Chairs and tables should be returned to appropriate location, broom swept, all trash removed from premises, etc. Renters are responsible for turning off lights and closing all windows and doors prior to leaving. If the facility is left in an unsatisfactory condition, deposit will not be returned.
6. No tacks, pins, tape or other adhesive materials may be used on any room surface.
7. If any damage occurs as a result of a group’s use, costs will be assessed to the group.
8. Arrangements must be made in advance with the Waterbury Fire Chief Gary Dillon for key pick up: 244-8856 (station), 244-5729 (home).
9. No smoking or tobacco use is allowed in any municipal buildings.
10. No alcohol may be consumed except by special permission of the Select Board.  
**Permission for alcohol must be requested at least 30 days before event.** Any request to consume alcohol will be forwarded by the Fire Department to the Select Board, along with the Fire Department’s recommendation regarding the request. When applicable, renter or caterer must also obtain a state-issued liquor license. Non-municipal groups will be required to enter into a “Facility Use Rental Agreement” and to buy liability insurance if alcohol is served. Any conflicting terms in a signed Rental Agreement will supercede this policy.
11. No entry fees may be charged without written permission from the Waterbury Select Board.
12. No on-site parking allowed. Renter and guests may not use parking spaces behind or on side of the building. These spaces must be kept clear for firefighters in the event of a call.
13. Private functions are limited to family-type affairs, such as weddings, graduations, showers, etc. No merchandising of products will be allowed.
14. The fact that an organization is granted permission to meet in any municipal building in no way constitutes endorsement by the town of the policies or beliefs of that organization.
15. The Town of Waterbury reserves the right to deny rental under certain circumstances. The Waterbury Fire Department has primary responsibility for scheduling the meeting room. Any person or group aggrieved by a decision of the Waterbury Fire Department may appeal to the Select Board, which has the final decision-making authority over use requests.

Policy adopted July 5, 2011 by the Waterbury Select Board.

7/5/2011

## WATERBURY FIREFIGHTERS' ASSOCIATION FUND

Welcome to the Waterbury Main Street Fire Station. We hope that you will enjoy the use of our facilities, and that you will consider a voluntary donation to the Waterbury Firefighters' Association Fund in addition to the rental fee.

The Waterbury Fire Department is financially supported by the Town of Waterbury through taxes. However, the members of the fire department, through the Waterbury Firefighters Association, have funds that they raise independently. These funds are raised through generous donations from the community as well as fund raising efforts by the members. Several years ago the Fund paid for one-third the cost of a Rescue Truck. In addition, the Waterbury Firefighters' Association Fund annually pays for:

- Scholarships for young people from the Waterbury area going into the field of emergency services, usually one or two a year;
- Equipment for the fire station (kitchen stoves, refrigerator, tables, chairs);
- Annual holiday party for Waterbury fire fighters.

The Waterbury Fire Department consists of 50± volunteer fire fighters. The Department is led by a Fire Chief who is appointed by the Town Manager. The Fire Chief oversees all aspects of the department that includes emergency operations, budget, training and business meetings of the volunteers. In addition to the Chief, the Fire Department officers include two Assistant Chiefs, three Battalion Chiefs, three Captains, and five Lieutenants. The officers assist in the day-to-day operation of the department that includes a Training Officer and committee members, Equipment Officers, Secretary, Treasurer, and Maintenance Officers.

The Waterbury Fire Department was re-created in 2009 with the merger of the old Waterbury Village Fire Department (WVFD) and Town of Waterbury Fire Department (TWFD). At the time of the merger, the WVFD was a little over 125 years old, and the TWFD was a little over 50 years old. The Waterbury Fire Department has a proud history of being a well run and active department.

We are pleased to offer use of our meeting room and kitchen to the public, and to offer reduced rates for non-profit organizations. If you are able to pay more, please consider a donation to support the Waterbury Firefighters' Association Fund.

---

Your Name: \_\_\_\_\_

Your Address: \_\_\_\_\_

Yes, I would like to donate \$\_\_\_\_\_ to the Waterbury Firefighters' Association Fund.

Comments: \_\_\_\_\_

Checks are payable to the Waterbury Firefighters' Association. They can be sent to 51 South Main Street, Waterbury, VT 05676.

## TOWN OF WATERBURY FACILITY USE RENTAL AGREEMENT

This is a Rental Agreement, dated \_\_\_\_\_, 20\_\_ by and between the Town of Waterbury (the Town), and \_\_\_\_\_, (the Renter). In consideration of the mutual covenants and conditions herein, the parties agree as follows:

1. FACILITY. The Town rents to Renter the \_\_\_\_\_ (the Facility) in Waterbury, Vermont for the Event described below.
2. EVENT. Renter will use the Facility for the following Event:
3. DATE and TERM. The date of the Event will be on \_\_\_\_\_, from \_\_\_\_\_ (a.m./p.m.) until \_\_\_\_\_ (a.m./p.m.).
4. RENT. Renter will pay the Town a rental fee of \$ \_\_\_\_\_ at the signing of this Rental Agreement.
5. OBLIGATIONS OF RENTER. At the end of the rental term, Renter will return the Facility in a neat, orderly and clean condition. Renter will be responsible for, and liable to, the Town for all repairs to the Facility required as a result of damage caused by Renter and Renter's guests.
6. SMOKING. Smoking is prohibited in the Facility, unless the facility is a street, public park or other outdoor venue.
7. ALCOHOL. Alcohol may \_\_\_\_\_ be consumed from \_\_\_\_\_ (a.m./p.m.) to \_\_\_\_\_ (a.m./p.m.). If alcohol will be furnished, served or consumed at the Event, Renter agrees to the following additional terms unless waived by permission of the Select Board:

A. If Renter will furnish or serve alcohol at the Event; Renter will procure and maintain, at its sole cost and expense, *comprehensive general liability insurance in which the Town of Waterbury is a named additional insured with combined single limit coverage of \$1,000,000 per occurrence and \$1,000,000 in the aggregate, and liquor liability insurance in which the Town of Waterbury is a named additional insured with combined single limit coverage of \$1,000,000 per occurrence and \$1,000,000 in the aggregate.* Renter will furnish the Town with a certificate of such insurance at least three days prior to the Event. When applicable as determined by the Selectboard, Renter must possess a valid liquor license issued by the State of Vermont

B. If Renter will contract with a caterer or other third party to furnish or serve alcohol at the Event, such caterer or third party shall procure and maintain at its sole cost and expense *comprehensive general liability insurance with combined single limit coverage of \$1,000,000 per occurrence and \$1,000,000 in the aggregate, and liquor liability coverage insured with combined single limit coverage of \$1,000,000 per occurrence and \$1,000,000 in the aggregate.* Town

and Renter shall both be named as additional insureds. Renter will furnish the Town with a certificate of such insurance at least three days prior to the Event.

C. Host liquor liability coverage may be substituted for liquor liability insurance when alcohol is consumed and not sold at the Facility with the prior written approval of the Town. The Town shall be named as an additional insured on the host liquor liability insurance.

D. Renter and/or Renter's guests shall not provide alcohol to persons under the age of 21 or to persons who are already intoxicated or are apparently intoxicated. Renter and/or Renter's guests shall require proof of age of all persons prior to serving them with alcohol.

E. Renter acknowledges that the Town does not condone the irresponsible use of alcoholic beverages. It shall be Renter's sole responsibility to monitor the use of alcoholic beverages by Renter's guests.

8. INDEMNIFICATION AND HOLD-HARMLESS. Renter agrees to indemnify and hold the Town, its officers, agents, and employees harmless from any loss or liability which may result from claims of injury to persons or property from any cause arising out of or during the use and occupancy of the Facility by Renter and Renter's guests, agents, or employees.

9. ASSIGNMENT. This Rental Agreement is not assignable to any other person or entity.

10. CANCELLATION. The rental fee will not be refunded if notice is received less than five (5) days before the Event, unless the Facility is subsequently rented for the same date.

11. CONFORMANCE WITH THE LAW. Renter agrees that Renter will abide by and conduct its affairs in accordance with the Town of Waterbury Meeting Room Use Policy and all laws, rules, regulations, and ordinances, including those relating to alcohol consumption and noise. Renter shall not engage in or allow any illegal activity to occur at the Facility.

12. ADDITIONAL CONDITIONS:

The parties have executed this Agreement at \_\_\_\_\_, Vermont this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

TOWN OF WATERBURY

RENTER

\_\_\_\_\_  
(Duly Authorized Agent)

\_\_\_\_\_  
Address  
Town  
State  
Zip

7/5/2011