

**FALLS CHURCH VOLUNTEER FIRE DEPARTMENT  
BUILDING USE POLICY**

Approved by FCVFD Trustees, July 12, 2010

**I. Scope of the Building Use Policy**

A. These procedures shall govern the use of the Facilities of the Falls Church Volunteer Fire Department (FCVFD) which include the front parking lot of Station 6, the entryways and halls leading to the meeting hall on the second floor of Station 6, and the following rooms on the second floor of Station 6: restrooms, meeting hall (with tables, chairs, and telephone), and kitchen (with stove, oven, and chafing dishes). The FCVFD, by allowing the use of its Facilities pursuant to this Policy, shall be deemed to be granting a mere license for such use to the Responsible Person (as defined below) and to such Responsible person's guests for the event.

B. Use of the Facilities 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 Facilities regardless of any prior payments or reservations. If the Facilities are unavailable at the reserved time due to an emergency, any monies paid for the use including deposit will be refunded in full. The FCVFD, its agents, and employees will not be liable for any damages, losses, or costs exceeding any monies paid for the use of the Facilities (including the deposit) if the Facilities are unavailable due to an emergency.

**II. Facilities**

A. The following amenities are available for persons using the Facilities:

1. Tables and Chairs - The meeting hall has approximately ten rectangular tables (6' length) and ten round tables (5' diameter) which will each comfortably accommodate six (6) people. Additionally there are approximately 50 chairs. Tables and chairs can be arranged in any manner, with excess capacity hidden from view. It is requested that an estimate of the number of attendees and a seating plan be provided to FCVFD prior to the event so that an appropriate number of tables and chairs can be set on the floor of the meeting hall. Special tables and chairs may be brought into the meeting hall, however, all tables and chairs not supplied by FCVFD must be removed from the hall immediately after the event so that the meeting hall can be cleaned.
2. Kitchen - The Meeting Hall has a commercial grade stove/oven, ice machine and refrigerator available for use. Plates, pots & pans, and kitchen utensils are not provided. The Responsible Person is responsible for returning the kitchen to a clean condition after the event ends.
3. Entrance to the Facility - The Meeting Hall is on the second floor of the building and is accessible in accordance with the Americans with Disabilities Act.
4. Telephone - The Meeting Hall has a telephone. Local calls only are permitted from this telephone.

**III. Requests for Use of Facilities**

A. The Building Use Application Form (attached to this Policy) must be delivered either in person, mailed to the Hall Coordinator, or completed online. The Hall Coordinator is responsible for maintaining the schedule for the Facilities. The Hall Coordinator has full authority to permit or deny use of the Facilities for any reason. Discretion will be exercised in accordance with any applicable federal, state, or local law.

B. The Responsible Person has the responsibility to:

1. Pay the deposit and fees as stated on the attached fee schedule.
2. Return property (including meeting room and kitchen) to its original condition.
3. Repair any damage caused by their group or any person present at the event.
4. Replace any items lost, stolen, or destroyed.

C. Any Building Use Application Form received without the information or deposit, as required, will be returned.

#### **IV. Responsible Party**

A. Any person or group using the Facilities of the FCVFD shall designate an individual who will be its Responsible Party who shall:

1. Have the authority to act on behalf of the requesting group or organization.
2. Be the liaison between the requesting organization and the Hall Coordinator for all arrangements.

#### **V. Scheduling**

A. Events shall be scheduled on a first-come, first-served basis.

B. Children's birthday parties will only be scheduled on non-holiday weekends, generally no more than one party per day. Children's birthday parties will normally be limited to beginning no earlier than 10:00 a.m. and no later than 3:00 p.m.

C. Those desiring to have access to the Facilities (for party supplies, setup, and/or food preparation) prior to the event (including the night before the event) must make special arrangements with the Hall Coordinator. Such access depends on prior use of the Facilities, and availability of personnel to open the Facilities for early access. Early availability of the Facilities for the event is not guaranteed.

D. No event shall be considered officially scheduled until the applying organization is so notified by the Hall Coordinator.

#### **VI. Fees and Payment**

A. Fees for the use of the Facilities shall be pursuant to the attached Fee Schedule.

B. Reservations cannot be held until the full deposit of \$100.00 is provided to the Hall Coordinator. Deposit checks shall be made payable to "Falls Church Volunteer Fire Department". The deposit shall be held by the Hall Coordinator and shall be applied toward the repair and/or replacement of any property damaged, lost, or destroyed during the event. The Deposit shall also be applied toward cleaning the Facilities if the Facilities are not left in the same condition as when the event began. After the event an inspection of the Facilities will be completed by the Hall Coordinator or his/her designee.

C. Payment in full of all use fees (including deposit) is due prior to the commencement of the event. Access to the facilities will not be granted unless such payment in full is made.

#### **VII. Cancellations**

Cancellation by the Responsible Party at least one month prior to the date of use will result in a full refund of the \$100.00 use deposit.

#### **VIII. General Restrictions**

A. All persons using the Facilities of the FCVFD are governed by the following general regulations:

1. No unruly or destructive behavior on the part of anyone using the Facilities for the activity will be tolerated. The FCVFD reserves the right to expel anyone and everyone from the premises who exhibits any such behavior.
2. No smoking is allowed anywhere in the fire station, including the FCVFD Facilities. Smoking is permitted outside the fire station in the proximity of the cigarette ash containers.
3. All activities must be concluded by 10:00 p.m. All music or other amplified sound must cease by
4. 9:30 p.m. Users of the Facilities are advised that the second floor of the fire station is used as living quarters by Arlington County firefighters.
5. No decorations can be taped to the walls or window sills, unless it is with tape provided by the FCVFD. All decorations must be removed immediately after use.

6. No activity will be permitted which involves fire or any hazardous or dangerous object or substance (with the exception of typical birthday cake candles).
7. No animals are permitted in the Facilities with the exception of seeing eye dogs or other animals specifically designated to aid the handicapped or in accordance with the ADA or other pertinent state or federal law.
8. No alcoholic beverages are permitted in the Facilities without the written approval of the FCVFD President or his/her designee. In general, alcoholic beverages will not be permitted.
9. For any catered event with table service, the maximum number of guests, not including waiting staff, shall not exceed 50. For events provided buffet-style meals (or no food service), the maximum number of attendees shall not exceed 100 persons.
10. No persons are permitted to enter any unauthorized area of the firehouse unless accompanied by a representative of the FCVFD or the Arlington County Fire Department. Unauthorized areas include, but are not limited to, the living quarters on the second floor of the firehouse, and the apparatus bay area where fire fighting and Emergency Medical Service vehicles are stored.

#### **IX. Acknowledgment Concerning Noise From Fire Station and Apparatus**

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

#### **X. Parking**

There is limited parking available on the fire department property. These spaces are not reserved, and are available on a first-come, first-served basis. Additionally, parking is available on streets outside 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 ticketing, towing, damage and/or forcible removal at the owner's risk and expense.

#### **XI. Violations**

Failure to comply with any of these terms of the Building Use Policy may result in immediate expulsion from the premises without refund of any fees paid.

#### **XII. Damage or Loss**

The Responsible Person shall be held fully responsible for any loss or damage of any FCVFD, ACFD, or City of Falls Church property caused by intentional or negligent conduct on the part of any persons using the Facilities. The deposit shall be applied toward any such damage or loss, but if the cost to remedy any such damage or loss exceeds the amount of the deposit, the Responsible Person will immediately pay for any loss or damage in excess of the deposit. The Responsible Person will take full responsibility for the conduct of all persons present at the event and will be accountable for the safety of children attending the event.

#### **XIII. Unenforceability**

If any of the provisions of this agreement are found to be unenforceable by a court of competent jurisdiction, such a finding shall not affect any of the other provisions of this agreement.

#### **XIV. Assignment**

The license to use the Facilities shall not be assignable by the user without the express written consent of the Hall Coordinator.

#### **XV. Applicable Law**

The interpretation of this Policy shall be governed by the laws of the Commonwealth of Virginia.

## **XVI. Miscellaneous**

The terms contained herein, to be performed by the Responsible Person as set forth on the Building Use Application Form, and all persons and entities using the Facilities, are binding on, and may be legally enforced by the parties, their heirs, executors, administrators, successors, and permitted assigns, respectively. However, this provision in no way limits the provisions relating to assignments as delineated elsewhere in this Building Use Policy. The captions and headings herein are for convenience of reference only and in no way define or limit the scope or content of a given paragraph, section, clause or this Policy as a whole or in any way affect its provisions. This Policy embodies the final and entire agreement and understanding between the parties and supersedes, whether oral or written, all prior negotiations, agreements, and understandings, and neither the FCVFD nor the user nor their agents shall be bound by any term, condition, statement, warranty, representation, whether oral or written, not herein contained. No provision of this Policy may be modified, waived or discharged unless and only upon an instrument in writing signed by the President of the FCVFD. Wherever the context so requires, the singular number shall include the plural, and the use of any gender shall include all other genders.

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# Falls Church Volunteer Fire Department Building Use Application Form

Please Check One of the Following:

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

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

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

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

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

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

(affiliated with): \_\_\_\_\_

Responsible person (see policy): \_\_\_\_\_

Number of people to attend event: \_\_\_\_\_

(If children's event, please state the number of children and the number of adults)

Payment for use: \$ \_\_\_\_\_

Purpose, or Proposed Activities to be conducted in the Facility:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read (or have had read to me) the Building Use Policy of the Falls Church Volunteer Fire Department (attached hereto) and agree to abide by its terms. I agree to pay the required deposit and fee for my group's use of the Facilities.

\_\_\_\_\_  
Signature of Responsible Person

\_\_\_\_\_  
Date

Title: \_\_\_\_\_

**FOR FCVFD USE**

Approved  Disapproved  \_\_\_\_\_ (date) Entered in Calendar:

Special requirements/requests:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Staff (Name/VID):**

**FEE SCHEDULE FOR FCVFD MEETING HALL USE**  
(See Building Use Policy)

**Available rental hours begin at 8:00 a.m. and end at 10:00 p.m.**

INDIVIDUAL/GROUP/CORPORATE EVENTS:

Per-day (up to 10 hours)	
Friday or Saturday.....	\$560.00
Sunday through Thursday (December 1 through January 2).....	\$560.00
Sunday through Thursday (January 3 through November 30).....	\$360.00
 Hourly (3-hour minimum):	
Friday or Saturday.....	\$75.00
Sunday through Thursday (December 1 through January 2).....	\$75.00
Sunday through Thursday (January 3 through November 30).....	\$50.00

CHILDREN'S BIRTHDAY PARTIES: A fee of \$20.00 per child shall apply for use of the Facilities for a child's (under twelve years of age) birthday party. There shall be a minimum fee for a child's birthday party of \$240.00. Use of the Facilities for a child's birthday party shall include (if so desired by the user of the Facilities) a tour of a fire engine or truck, the station house, and a demonstration by FCVFD personnel.

NON-PROFIT ORGANIZATIONS/OTHER FUNCTIONS: Please contact the Hall Coordinator if you wish to use the Facilities for a non-profit or other type function not described above.

DEPOSIT: A deposit of \$100.00 is required in order to reserve the meeting hall. A reservation will not be held until this deposit is received by the hall coordinator. Payment in full of the above use fees is due prior to the use of the Facilities.

Checks should be made payable to "Falls Church Volunteer Fire Department" and may be mailed to:  
Falls Church VFD  
Attn: Meeting Hall Coordinator  
6950 Little Falls Road  
Arlington, Virginia 22213