

FIREHOUSE USE POLICY GUIDANCE

PURPOSE

This document details the policies for outside organizations applying to use the firehouse for an event

TYPES OF USE

There are two types of use an organization may apply for:

1. Single event
2. Recurring regular event

APPLICATION

An outside organization must complete and submit the Firehouse Use Form. For a Single event, applications must be received at least two weeks prior to their event. For a Recurring regular event, applications must be submitted annually, and authorization expires on December 31st of each year. The application is presented and voted on by the KVFD membership. If application is accepted, primary point-of-contact will be with the KVFD Firehouse Coordinator.

USE OF KITCHEN (\$100.00 security deposit required)

If requesting use of the kitchen to provide food for a private event, a Certificate of Insurance may be required.

If requesting use of the kitchen to provide food for a public event, applicant must provide proof of application to Torrington Area Health District for a food permit. A Certificate of Insurance may be required.

When using the kitchen:

- *Equipment:* use of the kitchen includes all fixed equipment, cookware (pots, pans, etc), serveware (dishes, bowls, pitchers, etc), and utensils.
- *Food goods:* the KVFD keeps some cooking and baking supplies (flour, sugar, coffee, etc) on hand for emergencies. Use of these supplies is not included.
- *Disposable serveware:* the KVFD keeps plastic/paper plates, cups, utensils, etc. on hand. Use of these items is not included.
- **Cleaning:** In general, the kitchen should be left in the same condition prior to the event, and meet TAHD standards pursuant to food permit.
 - All dishes used should be washed, dried and put away;
 - Equipment used should be cleaned
 - All counters wiped down;
 - Floors swept and any messes cleaned.

When using the meeting room:

- Be sure tables and chairs are returned to their original positions;
- Carpet is vacuumed.