

# ***FIRE RESCUE***

## ***ALBEMARLE COUNTY***

460 Stagecoach Road, Suite F Charlottesville, VA 22902-6489  
Voice: 434-296-5833 FAX: 434-972-4123

***www.ACFireRescue.org***

## **FACILITY RENTAL/USE**

### Procedures

1. Applications for use of facilities owned, operated, occupied, leased, or otherwise in use by the Department of Fire Rescue room must be sponsored by reputable and established clubs, societies, or organizations that can reasonably be held responsible for the payment of charges, compensation for damages to property, and for the use of the property in reasonable conformity with the regulations on the application.
2. Audio visual equipment is usually available for usage for your event. Please contact the Department of Fire Rescue for specific needs, instruction, or guidance.
3. It is the responsibility of the user to ensure that the room is left in satisfactory condition. This includes removal of trash, debris, and any materials used for your event. Failure to comply will result in loss of security deposit and/or ability to utilize facilities.
4. No rental application will be considered more than six (6) calendar months prior to the desired rental date with the exception of Albemarle County public safety training.
5. The Department of Fire Rescue reserves the right to cancel any and all rental agreements or arrangements up to seven (7) days prior to a scheduled rental or use.
6. All fees must be paid in advance. The sponsoring organization whose name appears on the application shall be held responsible for any and all damages to property and equipment.
7. Any party who desires to rent/use Fire Rescue facilities must do so by making application (included with this form). The Department will consider a standing application for frequent users on a case-by-case basis.
8. In the event of cancellation, notification must be made at least five (5) days prior to scheduled use. Failure to do so will result in the loss of fees, deposits, etc.
9. Users are encouraged to visit the room prior to class to become familiar with the layout and equipment. Staff will be happy to assist you with this.
10. The individual or organization making application and reserving the facility is responsible for setting his/her own room as desired and putting the room back in order after the event concludes. A diagram of the facility setup is provided with this packet and will be posted at each facility.
11. Food or drinks are generally allowed in facilities; however, please make sure spills are cleaned immediately and trash is properly disposed of. If food/drinks are not permitted, this will be clearly posted at the facility.
12. Tobacco, alcohol, and/or illegal drug use is not permitted in, or immediately adjacent to, any facility.
13. Signs, banners, flyers, or the like may not be attached to any wall, ceiling, or other property without explicit permission from staff.
14. At conclusion of event, the user is responsible to ensure that all equipment is turned off, lights are turned off, and all doors are closed and secured. Users shall erase and clean white board. If using the white board, please only use markers designated for white board use.

***“ We will provide the highest quality services to protect and preserve the lives, property, and environment of our community.”***

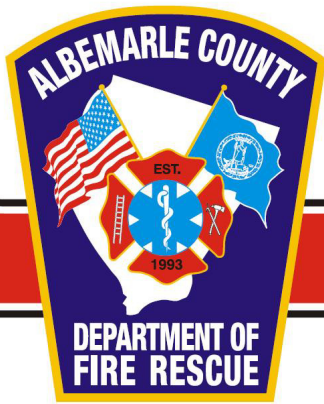
Fees

CLASSIFICATION	WEEKDAY BUSINESS HOURS (0800-1700 Hours)	WEEKDAY NON-BUSINESS HOURS	WEEKENDS & HOLIDAYS
<b>Albemarle County Departments, Divisions, &amp; Schools*</b>	No Charge	No Charge	No Charge
<b>Youth Agencies, Educational, Recreational, Cultural Groups &amp; Organizations</b>	No Charge	\$20 Custodial Charge.	\$20 Custodial Charge  Additional security fees apply if Homeland Security Threat level is High (Orange) or higher.
<b>Political, Civic, Charitable, Social, or Veteran's Groups &amp; Organizations</b>	No Charge	\$20 Custodial Charge	\$100 Security Deposit \$20 Custodial Charge
<b>For-Profit, Private Groups, Organizations, or Businesses</b>	\$15 per hour \$20 Custodial Charge	\$15 per hour \$20 Custodial Charge	\$100 Security Deposit \$15 per hour \$20 Custodial Charge
<b>Religious Organizations</b>	\$20 Custodial Charge	\$20 Custodial Charge	\$20 Custodial Charge

*\*defined as those departments, divisions, or schools supervised by the County Executive or Superintendent of Schools*

**HOMELAND SECURITY CONSIDERATIONS**

- Due to station security, when the Homeland Security Threat Level is High (Orange), all users of the facility will incur an additional cost of \$28 per hour for security personnel.
- When the Homeland Security Threat Level is Severe (Red), non-public safety use of the facility is prohibited and all reservations will be cancelled or rescheduled and payments returned.



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Voice: 434-296-5833 FAX: 434-972-4123

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### **FACILITY RENTAL/USE APPLICATION**

Facility:

- Monticello Fire Rescue, Community Meeting Room
- Hollymead Fire Rescue, Community Meeting Room

Organization/Group: \_\_\_\_\_

Classification of Organization:

- County Department/Division/Schools
- Political/Civic/Charitable/Social/Veterans
- Religious
- Youth/Educational/Recreational/Cultural
- For-Profit/Private/Business
- Other: \_\_\_\_\_

Organization/Group Contact Person: \_\_\_\_\_

Contact Mailing Address: \_\_\_\_\_

Contact Day Telephone: \_\_\_\_\_ Contact Evening Telephone: \_\_\_\_\_

Contact Mobile Telephone: \_\_\_\_\_ Contact E-Mail: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Hour(s) Requested: \_\_\_\_\_

Setup needed (please be specific): \_\_\_\_\_

Equipment needed (please be specific): \_\_\_\_\_

Number of People Attending: \_\_\_\_\_

Please state the exact purpose for which the training room shall be used: \_\_\_\_\_

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It is understood and agreed that, if this application is approved, the undersigned and the above organization will be responsible for all damage to property and will protect and indemnify the County of Albemarle from all liability to any person on any account in connection with the above use of County property. I understand that the facilities are tobacco-free, alcohol-free, and drug-free. I further acknowledge that I have read and understand the attached rental guidelines and fees statement and in accordance with the same, I hereby make application for the use of a facility owned, operated, occupied, leased, or otherwise in use by the Albemarle County Department of Fire Rescue.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Please send completed application and payment to:

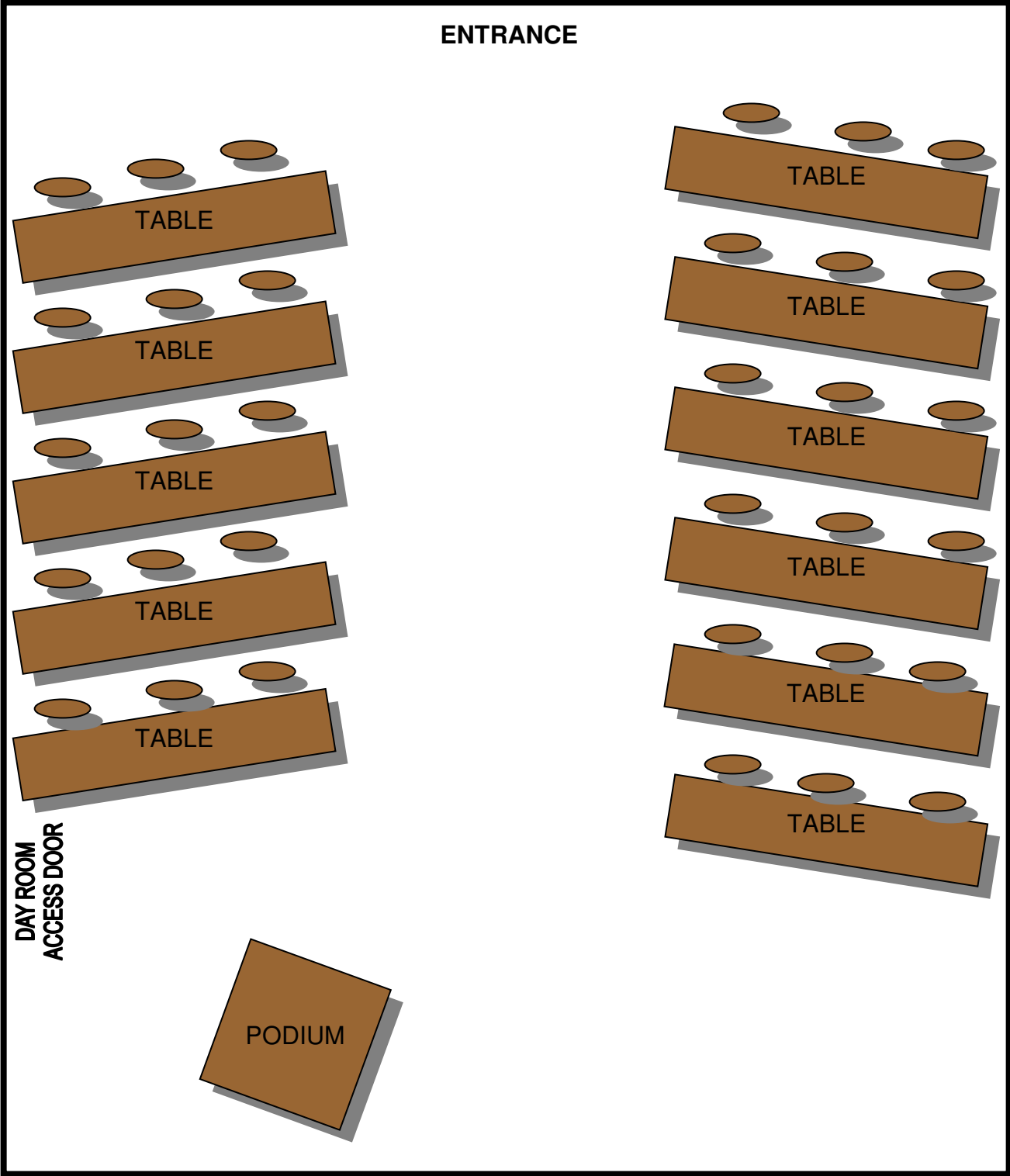
County of Albemarle  
Department of Fire Rescue  
460 Stagecoach Road, Suite F  
Charlottesville, Virginia 22902-6489

You may call 434.296.5833 or e-mail [cdavis@albemarle.org](mailto:cdavis@albemarle.org) to cancel or change this application.

<b>OFFICE USE ONLY</b>	
Application Number:	_____
<input type="checkbox"/> Approved for use on:	_____
<input type="checkbox"/> Disapproved because:	_____
Total Rental Fee: _____	
Approved by:	_____
Signature	Date
Notes: _____	
_____	
_____	
_____	
_____	

### MONTICELLO COMMUNITY ROOM STANDARD SETUP

The community room is routinely used for training classes and is normally set-up according to the following diagram. **Upon completion of the event for which you are applying, the room should be setup according to the following diagram and you will need to check out with the captain on duty.** Thank you in advance for your cooperation.



### HOLLYMEAD COMMUNITY ROOM STANDARD SETUP

The community room is routinely used for training classes and is normally set-up according to the following diagram. **Upon completion of the event for which you are applying, the room should be setup according to the following diagram. And you will need to check out with the captain on duty.** Thank you in advance for your cooperation.

