



Deer Park Fire Department Standard Operating Guideline

DPVFD

FIREMAN'S RECREATION
HALL REQUEST

SOP 120

Adopted Date: November 2010
Effective Date: September 2019
Last Date Reviewed: September 2019
Approved by: Membership

TODAY'S DATE _____ TIME SUBMITTED: _____

DATE AND TIME OF FUNCTION _____

NAME OF FIREMAN REQUESTING RECREATION HALL: _____

PERSON OUTSIDE FIREMAN'S IMMEDIATE FAMILY REQUESTING USE OF THE RECREATION HALL

NAME : _____

ADDRESS: _____

CITY: _____ ZIP CODE : _____

HOME PHONE : _____ WORK PHONE : _____

TEXAS DRIVER'S LICENSE NUMBER: _____

ACTIVITY OR EVENT: _____

ESTIMATED ATTENDANCE: _____

RECREATION HALL USE FEES:	\$500.00	DAY (one day = 6 a.m. to 6 a.m.)
	\$500.00	SECURITY FEE (returnable)
	\$1,000.00	WEEKEND
	\$1,000.00	SECURITY FEE (returnable)

I HAVE READ AND AGREE TO ABIDE BY THE ATTACHED POLICIES FOR THE USE OF THE FIRE DEPARTMENT'S RECREATION HALL. I UNDERSTAND THAT I AM RESPONSIBLE FOR ANY ACCIDENTS OR DAMAGE THAT MAY OCCUR DURING THE TIME I HAVE USE OF THE BUILDING. I HAVE RECEIVED A COPY OF THIS AGREEMENT.

SIGNATURE: _____ DATE: _____

EXECUTIVE BOARD APPROVAL:

_____ DATE : _____

_____ DATE: _____

_____ DATE: _____

MEMBERSHIP APPROVAL IF REQUESTED DATE: _____

ADDITIONAL COMMENTS:

FIREMAN'S RECREATION HALL CHECK LIST

INSIDE OF BUILDING

	IN	OUT	
			1. Floors must be dusted, swept and mopped, if necessary.
			2. Walls must be spot cleaned in the event of spills, grease, mud, etc. No tape or other adhesive may be used on the walls.
			3. Chairs and tables should be wiped clean. All folding tables and chairs must be stored neatly in the table and chair room. The overhead door to this room must be locked before leaving.
			4. Dispose of all trash. Remove all equipment brought into the building.
			5. Trash bags inside the building must be placed into the dumpster on the east side of the building. New trash bags must be placed on the holders. The receptacle labeled "CANS" may be used for recycling aluminum cans.
			6. The kitchen area must be left clean; wipe down sink, counters, and stoves.
			7. The refrigerator must be left clean and all leftover food removed.
			8. Restrooms must be left clean; fixtures, floors, toilets, and trash containers.
			9. Close and lock all doors, including the stereo cabinet if used.
			10. Check lights for burned out or missing bulbs.
			11. Check for any other damage or needed repairs.
			12. Check for signs of rodents or insect infestation.
			13. Game room is checked for damage to table and equipment and door is secure.

OUTSIDE OF BUILDING

	IN	OUT	
			1. Clean entry areas of all trash. Sweep walkways if necessary.
			2. Empty and clean ashtrays.
			3. Outside areas including playground must be free of all trash and food scraps.
			4. If use of other equipment is authorized, this must be left clean and in good repair.

I understand that I am responsible for caring for the DPVFD Recreation Hall and grounds. I have inspected the premises at the beginning of my function and have noted any damages or discrepancies of items numbers on the back of this sheet.

Sponsor: _____ OK in? _____ OK out? _____ Date: _____

I have inspected the Recreation Hall and all items have been satisfactorily accomplished.

Executive Board Member: _____ OK in? _____ OK out? _____ Date: _____