



Quaker Springs Fire District #1  
107 Blodgett Road  
PO Box 67  
Schuylerville, NY 12871  
518-584-3349

### **Hall Rental Procedures – Station 1:**

The Board of Fire Commissioners (Board) defines the following policy and procedures for the use and rental of the Meeting Room and facilities at Station 1.

The Board's authority to manage the district resources is derived under New York State Town Law, Article 11, Section 176.

#### **POLICY:**

- The rental of the Meeting Room and any other facilities at Station 1 is administered by the District Administrator.
- Rentals at Station 1 are limited to the meeting room, kitchen and bathrooms.
- A Member of the Fire Department must be in attendance for the entire duration of all hall rentals and a Member of the Auxiliary must be in attendance if kitchen use is requested.
- No Hall rentals will be approved that exceed the maximum facility capacity limits.
- All Rentals require that a Hall Rental Form be completed and delivered to the District Administrator prior to permission being granted for use of the facilities.
- All Rentals require that the Rental Fee is delivered to the District Administrator prior to the day of the event, unless other arrangements are made.
- Rental Fees can be waived, at the discretion of the Board or at the discretion of the District Administrator for the following events.
  - Milestone birthdays of members and immediate family members (spouse and children)
  - Milestone anniversaries of members and immediate family members (spouse and children)
  - Funeral receptions
  - High school or higher education graduation parties for members
  - Regional non-profit organizations.