FIRE RESCUE
ALBEMARLE COUNTY

ALBEMARLE COUNTY DEPARTMENT OF FIRE RESCUE

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 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, 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 in any form, vaping, alcohol, and/or illegal drug use is not permitted in our facilities or anywhere on property.

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.

Fees

A fee of $15/hour will be assessed to For-profit, Private Groups, Organizations, or businesses. No fee will be assessed for:

Albemarle County Departments, Divisions, & Schools supervised by the County Executive or Superintendent of Schools

Youth Agencies, Educational, Recreational, Cultural Groups & Organizations

Political, Civic, Charitable, Religious, Social, or Veteran's Groups & Organizations

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.

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   ☐ Youth/Educational/Recreational/Cultural
☐ Political/Civic/Charitable/Social/Veterans   ☐ For-Profit/Private/Business
☐ Religious   ☐ 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: _____

_____

_____

_____

_____

_____

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/vape-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

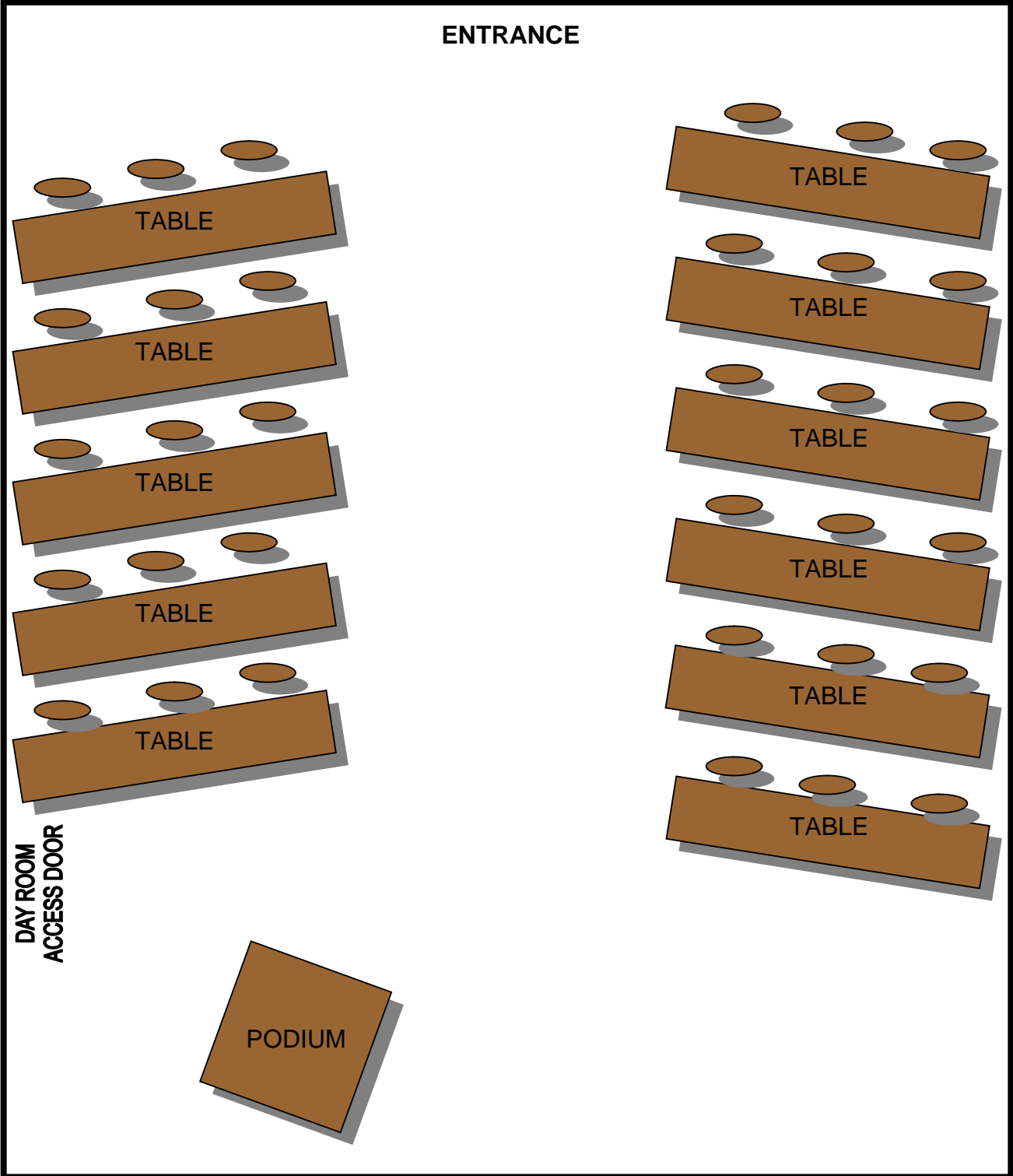**Please send completed application and payment to:**

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 acfrinvoices@albemarle.org to cancel or change this application.

<div align="center">

OFFICE USE ONLY

Application Number: _____

</div>

☐ Approved for use on: _____

☐ 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.

ENTRANCE

TABLE

TABLE

TABLE

TABLE

TABLE

TABLE

TABLE

TABLE

TABLE

TABLE

TABLE

DAY ROOM
ACCESS DOOR

PODIUM

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.

ENTRANCE

TRASH CAN

SMALL TABLE

SMALL TABLE

CABINETS

PROJECTOR SCREEN & DRY ERASE BOARD

CABINETS

PODIUM

TABLE

TABLE

TABLE

TABLE

TABLE

TABLE

EXTERIOR
ACCESS DOOR