Birthday Party Facility Use Agreement

Resource Folder

Date of event: ____/____/____
Station Number: _____

The Rocky Mountain Fire District is pleased to allow use of its facilities for special events. The following rules and regulations are to ensure a safe environment for both those attending the event and the firefighters. This agreement must be signed on or before the date of the event.

- Birthday parties are scheduled for 2-1/2 hour blocks. Please do not arrive early. Schedule the start of your party to include time for set up and tear down. Birthday parties are limited to in-district residents only.

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- Decorations are allowed, subject to the approval of the District. Decorations must be removed and disposed of immediately following the event, by the host.
- Host agrees to provide adult supervision to monitor children at all times, with a minimum ratio of 1 adult per 5 children.
- Guests must be escorted by District personnel while in the crew's living quarters or on fire apparatus.
- A maximum 20 children are allowed at a birthday party. Sizes of other events are set by the District Officers.
- The host will provide all food. District kitchens and refrigerators are not available for food preparation or storage. Host is responsible for clean up.
- Firefighters may end an event at any time in order to respond to emergencies. Participants may have to leave the building immediately depending on the current National Security Threat Level.
- The District is not liable for any injuries to persons, or damage to property belonging to those attending the special event.
- Any damage caused during the event is the responsibility of the individual signing below.
- Alcoholic beverages, illegal drugs, firearms and weapons are prohibited on District property.

Circle one that applies:
I (**am**) / (**am not**) a resident of the Rocky Mountain Fire District. I agree to the above rules and regulations as witnessed by my signature below.

Host: _____ _____ _____
Name (printed) Signature Date

Address: _____

City: _____ Zip: _____ Phone: _____

Date of birthday party: _____ Time of birthday party: _____To_____

Station requested: ☐One ☐Two ☐Three ☐Four ☐Five ☐Six

Station 1: **Rocky Mountain Fire District**
7700 Baseline Road
Boulder, CO 80303
303-494-3735

Station 5: **Rocky Mountain Fire District**
2701 S. Indiana St.
Superior, CO 80027
303-494-4536

Fire department personnel only

PLACE THIS DOCUMENT IN APPROPRIATE STATION EVENT BOOK AND UPDATE CALENDAR / FIRE PRO.

Received by RMF representative: _____ ID#_____