



# Deer Park Fire Department Standard Operating Guideline

DPVFD

FIREMAN'S RECREATION  
HALL REQUEST

Effective Date: JULY 2014

SOP 120

Last Date Reviewed: JULY 2014  
Approved by: Membership

TODAY'S DATE: \_\_\_\_\_ TIME SUBMITTED: \_\_\_\_\_

DATE AND TIME OF FUNCTION \_\_\_\_\_

NAME OF DPVFD MEMBER REQUESTING OR SPONSORING RECREATION HALL:  
\_\_\_\_\_

PERSON OUTSIDE DPVFD MEMBER'S IMMEDIATE FAMILY REQUESTING USE OF THE RECREATION HALL.  
MUST PAY NON-MEMBER RENTAL FEES.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

TEXAS DRIVER'S LICENSE NUMBER: \_\_\_\_\_

ACTIVITY OR EVENT: \_\_\_\_\_

ESTIMATED ATTENDANCE: \_\_\_\_\_

RECREATION HALL USE FEES:     **\$250.00 DAY** (one day = 6 a.m. to 6 a.m.) Non-member fee due on check in  
  **\$500.00 WEEKEND**  
  **\$500.00 SECURITY FEE** (returnable) Include with application dated day of event

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: \_\_\_\_\_