



BLUFFTON TOWNSHIP FIRE DISTRICT

357 Fording Island Road
Okatie, SC 29909

Form TD:033-3

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FACILITY USE APPLICATION

Office: 843-757-1009

Please use this form to request use of the facilities at the Bluffton Township Fire District Headquarters Station, located at the address above on Highway 278 near St. Gregory Catholic Church. Approval of your application will be given via e-mail. All facilities will be scheduled on a first-come, first-served basis.

EVENT/MEETING INFORMATION: Information may be filled out online, printed and submitted to the address above, via fax to 1-843-757-7305 or via e-mail to derosia@blufftonfd.com.

Application Date: _____ Name of Organization: _____

Please categorize the organization holding the meeting:

- Non-Profit Community Organization** – Local organizations engaged in education, civic or cultural activities.
- For-Profit** – Primarily Businesses or entities that receive financial gain, return, or benefit from their activities.

All "for-profit" organizations will be charged a rental fee of \$25 per hour for a minimum of 2 hours.

Name of Responsible Party: _____

Check Best Contact #: Home Phone #: _____ Cell Phone #: _____

E-mail Address: _____

Purpose of Meeting: _____

Room Requested: Conference Room 1/2 of Classroom Whole Classroom
Max Capacity: 10 (chairs and table) Max Capacity: 40 Max Capacity: 80 (only chairs for 60)

Meeting reoccurs each _____ of the month. Start Time: _____ End Time: _____
(Ex: 3rd Friday, 2nd Monday, etc) We cannot accommodate requests for use during business hours: Mon-Fri from 8am - 5pm

1st Meeting Date: _____ 2nd Meeting Date: _____
Please list other dates under "Comments" (up to 6 months)

By signing below, you acknowledge and agree to inform all meeting attendees of the following:

- All areas off limits to guests are marked as such.
- Use of copy machine or other office equipment is **PROHIBITED**.
- There is no food or drink allowed in the meeting rooms.
- All facilities are tobacco-free and smoke-free. These includes smokeless tobacco and vaping.
- All vehicles must utilize marked parking spots (no parking in front of station bays, on grass nor on landscaping)
- Non-Fire Department groups must provide their own audiovisual equipment.
- Meetings and programs for children require the presence of at least one adult for each 10 children under the age of 14.
- Room set up and tear down is the responsibility of the individual/group using the room. The responsible party **MUST** leave the room in the condition it was found in. Failure to leave the room in the required state may result in a loss of facility use privileges.

Comments:

Signature of Responsible Party

Date

OFFICE USE ONLY

Date Received: _____ Received by: _____ Comments: _____

Room Available: YES NO Fee: NO YES Amount: _____ Date Paid: _____

Due by: _____ Insurance Policy Received Expires: _____



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HOLD HARMLESS AGREEMENT

(Must be turned in with Facility Use Application & Certificate of Liability Insurance)

I wish to use the facility owned and/or maintained by the Bluffton Township Fire District for the purposes of

I understand that I may be charged a fee for use, and that, in additional consideration for allowing me to use the facility, Bluffton Township Fire District expects that I will be legally responsible for all that may occur relative to my activities, and that I will further hold Bluffton Township Fire District harmless for all claims of any type that might result from my activities. Specifically, I understand:

1. Bluffton Township Fire District does not supervise my activities or the facilities in any fashion. Bluffton Township Fire District does not allow the use or possession of alcohol on its properties. I certify that all activities will be in full compliance with any local, state, or federal laws or regulations.
2. I cannot rely upon Bluffton Township Fire District for assurances, expressed or implied, that my activities will not cause harm to me or others. By allowing me to utilize the facility, Bluffton Township Fire District is also making no assurances whatsoever that no harm will come to me, my invitees, or my guests either by my activities, or by the facility itself. I am fully responsible to ensure that the facility is adequate to engage in my activities safely, and in the event that I deem that they are not, I will refrain from any activities. This will be my sole responsibility.
3. I understand the activity that I will engage in and the risks associated with the activity. The Bluffton Township Fire District provides me with no information in this regard, and in the case that I am not able to hold the activity safely, I will refrain from any activities. This will be my sole responsibility.
4. Not only do I agree to be legally responsible and defend, indemnify, and hold harmless Bluffton Township Fire District or any of their agents or employees for any harm that may come to me, my fellow members, my guests, or my invitees as a result, direct or indirect, to me as a result of the activities or as a result of the facilities, but in consideration of the use of the facility, I further agree to defend, indemnify, and hold harmless Bluffton Township Fire District, or any of their employees for any claims, including those resulting from alleged acts of negligence on any of their part.
5. It is my knowing intention to provide the Bluffton Township Fire District, and any of their agents, employees or members the broadest protections against lawsuits that are available.

I have read the above information, agree to it, and have had an opportunity to ask any questions that I have. If I am signing on behalf of an organization, I certify that I am authorized to agree to the terms and conditions of this agreement on my behalf of the Bluffton Township Fire District, and the organization's members.

THIS REQUEST WILL NOT BE PROCESSED WITHOUT YOUR ORGANIZATIONS CURRENT CERTIFICATE OF LIABILITY INSURANCE ATTACHED.

Signature of Responsible Party

Organization

Date