

# New Ipswich Fire Department

## Policy for Facility Usage

The New Ipswich Fire Department (NIFD) is located at 490 Turnpike Road, New Ipswich, NH 03071. Phone (603) 878-1364.

### General Information on New Ipswich Fire Department (NIFD)

1. The NIFD is governed by the rules and regulations of the Town of New Ipswich.
2. The NIFD is responsible for all scheduling of the use of its facility. All scheduling will be on a first come, first serve basis with NIFD sponsored activities and events taking precedence over all other requests for usage. An *Application for Use of Facilities* form must be submitted at least seven (7) days prior to the activity/event.

### Usage Policies

1. All groups are required to fill out an "Application for Use of Facilities" form ("Use Form") at least seven (7) days prior to the requested date of event.
2. The use period is not to exceed the time frame authorized by the Use Form.
3. Parking is limited. All people attending the activity/event should park across the street from the fire station. No parking is allowed in front of the fire station doors.
4. During a car wash, no cars are allowed to be washed in front of the first garage door (garage door farthest from offices). Participants of the car wash must be prepared to move all vehicles and supplies that are in front of the fire station in the case of an emergency response of the NIFD.
5. All injuries, incidents, or damage, including vandalism and theft, must be reported to the NIFD as soon as possible, as well as information on what action, if any, was taken. The NIFD has the right to pursue further action, if appropriate. *The NIFD/Town of New Ipswich is not liable for any injuries or damages occurred to or by persons participating in this event.*
6. No alcoholic beverage are permitted on NIFD property.
7. Smoking is not permitted on NIFD property by people attending the activity/event.
8. Please refrain from any offensive behavior and/or language while on the grounds of NIFD.
9. If your activity/event includes children, please do not allow them to climb on the fire apparatus without authorized fire personnel accompanying them. We are aware that the fire trucks will attract the children, but due to safety and liability, we cannot allow them to be climbed on.
10. If accidental damage to the property occurs while you are using the fire station, it must be reported to the NIFD as soon as possible and no later than 24 hours from the event.

11. The facility must be left in the same or better condition than it was found. The applicant is responsible for clean-up and removal of all rubbish accumulated during the activity/event.
12. If the facility is being used for a car wash, the applicant must bring in his/her own supplies.
13. The NIFD may cancel the scheduled event if, in their judgment, cancellation is necessary due to inclement weather and/or any other safety related reason.
14. The person in charge of this activity/event is fully responsible for making sure that all regulations are followed. This person is financially responsible for damages that occur as a direct result of that activity/event, as well as being directly responsible for the proper supervision and actions of the participants, and for satisfactory clean-up of the facility. Any activity in violation of these policies will result in forfeiture of existing approvals and denial of future use for the designated user.
15. All users are responsible for their own set-up.
16. The NIFD reserves the right to deny the use of the facility to anyone, at any time, at its discretion.
17. Open flames are not permitted on NIFD grounds. This includes wax candles, oil burning candles, etc.

# NEW IPSWICH FIRE DEPARTMENT

## Application for Use of Facilities

*Directions:*

- Complete the top portion of the application.
- Return to the New Ipswich Fire Department at least 7 days prior to event.
- Once approval is signed, applicant will be advised.
- NOTE: NIFD/Town of New Ipswich is not liable for any injuries or damages occurred to or by persons participating in this event.

Name of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Status? Profit \_\_\_\_\_ Not-for-Profit \_\_\_\_\_

Date and time of use: \_\_\_\_\_

Facilities to be used: \_\_\_\_\_

Will the general public be admitted? Yes \_\_\_\_\_ No \_\_\_\_\_

Estimated number of people: \_\_\_\_\_ Estimated number of vehicles: \_\_\_\_\_

Police presence required? Yes \_\_\_\_\_ No \_\_\_\_\_

General description of the planned activity: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*Applicant acknowledges receipt of copy of the "Policy for Use of Facilities" and agrees to abide by this policy.*

Signature: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_

\_\_\_\_\_

----- Do not write below this line -----

Usage Fee: \$ \_\_\_\_\_ Paid \_\_\_\_\_ Waived \_\_\_\_\_

☐ Approved

☐ Not Approved

\_\_\_\_\_  
Signature of Chief (or designee)

Date: \_\_\_\_\_