

Building Regulations

for use of Deep River Ambulance Association's headquarters, 284 West Elm Street, Deep River

Building Use Permit

The attached Building Use Permit form must be submitted to the Deep River Ambulance Association (DRAA) at least five weeks prior to the planned activity. The facility may be available to outside groups, when such use does not conflict with an activity planned by DRAA.

Supervision

Children's groups must be properly supervised at all times by an adult(s) responsible for the group.

Security Deposit

A security deposit of \$150 must be submitted with the Building Use Permit form.

Decorating / Clean Up

You and your group are responsible for setup and cleanup. Only non-flammable crepe paper may be used for decorating. The picture strips mounted on the wall will be used for posting signs, decorating, etc. Tapes, of any type, are prohibited on any part of the interior of the building, on tables, etc. Exit signs must never be covered by decorations. If a ladder is needed for decorating purposes, an adult must use the ladder.

Decorations and all garbage generated must be taken from the premises at the conclusion of each event. Floors and rugs must be cleaned and vacuumed. All furniture must be placed in a reasonable manner.

Damage or Loss of Property

Organizations using the facility will be responsible for any damage or loss of property as determined by the DRAA. DRAA is not responsible for loss or damage to items left unattended in the building or in vehicles in the parking lot.

Smoking and Alcoholic Beverages

Smoking and the use of tobacco products are prohibited within the building. Alcoholic beverages are prohibited in the building and on the grounds.

Insurance

We ask that you provide a Certificate of Insurance, usually available from your homeowner's insurance agent. Use of the building by members of DRAA excludes the need for submission of a Certificate of Insurance.

Donations

The Deep River Ambulance Association is a qualifying 501(c)(3) charitable institution. We receive no town or state funds. We have no paid staff. Insurance, utilities and maintenance are a significant portion of our operating expenses. Donations received for the use of the facilities are appreciated and will go directly toward meeting these costs.

Contact Information

Additional information regarding use of the building can be obtained by contacting Tara Bouchard at (860) 526-4666.

Mail completed building use permit, certificate of insurance and security deposit to:

Deep River Ambulance Association
c/o Tara Bouchard, Secretary, 60 Cedar Lake Road, Deep River, CT 06417

Building Use Permit
Deep River Ambulance Association

Failure to observe the Building Regulations may result in cancellation of reservation and loss of security deposit.

This form must be submitted at least five weeks in advance of an activity and must be approved by the Deep River Ambulance Association's Board of Directors.

Organization:_____

Advisor / Person in Charge:_____

Contact Phone number(s) (work / cell / home):_____

Contact Address:_____

Email address:_____

Date(s) of activity / event:_____

Intended hours of use:_____ **Intended no. people present:**_____

Purpose of activity:

Decorations to be used:

I have read the Building Use Permit and agree to abide by its contents.

Signature of responsible party

Date

Board of Directors Use:

Form received by_____ **on** _____

Use approved by_____ **on** _____