



GREATER NAPLES FIRE RESCUE DISTRICT MEETING ROOM APPLICATION

Date: _____

Organization: _____

Address: _____

E-Mail Address: _____ Phone: _____

Website: _____

Location Requested:

First Choice: _____

Second Choice: _____

Date of Event: _____ Time of Event: _____ To _____

Total Hours Requested: (Must include set up and clean up) _____

Number of Expected Participants: (Include all staff and vendors) _____

Responsible Individual: _____

Address: _____

Phone: _____ Cell: _____

E-Mail Address: _____

I / We understand this is a request to use a GNFD meeting room. I / We understand approval is required and not guaranteed. The District reserves the right to deny all applications.

Proof of Ownership or Corporation: _____

Proof of Insurance: Insurance Company: _____

Signature of Applicant: _____

For District Use

Finance Section Director Approval: _____

Payment Received Date: _____ Paid By: Cash Check # _____ M.O.

Received By: _____ Rental \$: _____ Deposit \$: _____

Deposit Returned Date: _____ Less Damages: \$ _____ Total Returned: \$ _____

Distributed By: _____



GREATER NAPLES FIRE RESCUE DISTRICT MEETING ROOM HOLD HARMLESS AGREEMENT

I / We _____ hold harmless the Greater Naples Fire Rescue District, its Fire Commissioners, Officers, and Members.

I / We agree to uphold the standards of the Fire District with use of the facilities.

- Exterior signage limited to two 2x3 ground signs, up to two hours before and after event in accordance with Collier County Ordinances.
- Any signage left behind will be removed and placed in trash. Responsible party will be charged accordingly for staff time.
- No smoking in the Fire District buildings or on the property. This is a smoke free facility.
- All vehicles shall be parked legally. Vehicles shall not be parked in front of any apparatus bay or otherwise impede emergency responses.
- No trash shall be left behind and shall be removed from building to exterior trash receptacles.
- No portion of any event can take place outside of building.
- Use of PA system will be limited to the room.
- The facility will be returned equal to or in better condition than when occupied.

I / We understand the District may revoke use at any time.

I / We understand the District may have to displace the party in the event of an emergency.

I / We have provided proof of insurance.

I / We understand fees may be deducted from the security deposit due to any infractions.

I / We agree to all terms and conditions.

I / We understand all damages will be deducted from the security deposit and I / We are responsible for damages above and beyond security deposit.

Compliance of all fire codes is required. No doors shall be locked or blocked, maximum occupancy shall be limited to those posted by the Fire Marshal.

The District will provide a meeting room, rest rooms, table and chairs, and garbage containers which are to be limited to room use.

Signature of Applicant: _____