

Building Use Guidelines  
For

**Antioch Volunteer Fire Department  
Station 100**

**5430 GA Highway 219  
Fortson, GA 31808  
706-576-5559  
[www.antiochvfd.org](http://www.antiochvfd.org)**

**Adopted by the Antioch Volunteer Fire and Rescue  
Board of Directors  
On 05/01/2006**

Ed Seeley, Chairman  
Greg Taylor  
Warren Popp  
Bobby Hood

Clark Webster  
Marylyn Buice  
Neal Block  
Richard McKinney

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## Scope

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It is the purpose of this document to state the rules and guidelines for building uses in the new Antioch Station 100.

This document will serve as the complete resource for the use guidelines of the building. In the event that a situation should arise not otherwise addressed in this document, then the Antioch Board of Directors should address the issue and adopt an amended section to this document reflecting how that body wishes to handle the issue now and in the future.

In the event that anything in this document is contrary to law or ordinance, then the law or ordinance shall apply.

Under no circumstance may the building be used in any manner which could prevent response to emergency situations by the fire department personnel.

In the event that any rule or guideline in this document is deemed to be unclear or vague, then the Antioch Board of Director's (ABOD) may be consulted on the issue for clarification, the decision of the Board will be final.

The ABOD may review this document and revise it from time to time as it sees fit. The Board may change this document only with a majority vote of the board. Termination of this document as the official rules and regulations of the Antioch Station 100 shall require a majority vote by the membership and there must be a quorum present when the vote is taken.

## Uses

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This section will define the approved uses of the Antioch Fire and Rescue Station 100. Any uses not otherwise defined herein require prior approval by ABOD.

A. Primary Use

- i. The primary use of the building is for a Fire Department. All fire department activities are included in this use category. No other use of this facility should prevent firefighting personnel to respond to emergency situations.

B. Secondary Uses

i. Community Building

1. This building was built with funds raised from within the community and as such should be available for use to those citizens in the community. These uses could be for incidental non-recurring community sponsored events or private parties for citizens. Any event that is intending to raise money for any entity, person, or charity shall not be considered a community use of the building even if the principal organizer is a member of the community or fire department. The only exception to this rule is that the Antioch VFD can use the building to raise funds for the department or other special projects that the ABOD deems appropriate for the department to undertake.

ii. Banquet Hall

1. This building may be used as a banquet facility by non-profit groups, for profit groups, and for private fundraising activities. Special rental rates may apply to this use group.
2. Since Antioch VFD depends on private funds for its operating budget, we cannot allow any use which may be offensive to the general public. The ABOD has the sole authority to deny any potential tenant the use of the facility by a majority vote of the ABOD. Under no circumstance shall the ABOD allow a use that could cause donors to withhold funds, such a situation is not beneficial for anyone. The following types of events immediately come to mind:
  - a. Political Rallies (other than for local elections)
  - b. Highly controversial or militant groups

## Rental Guidelines

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The following instructions and guidelines are to be followed by anyone wishing to use / rent the facility.

1. Applicant is required to submit an “Application for Use” at least 2 weeks prior to event. This form is to be submitted to the Building Coordinator.
2. The Building Coordinator shall notify the applicant within 10 days of review of the application of his/her decision. Failure of the Building Coordinator to make a decision in this time frame does not obligate the Antioch Volunteer Fire Department to accept the applicant or the proposed use.
3. The Building Coordinator will determine what use category the proposed use falls and will also determine which rate category will apply. The applicant will be notified of the rate upon being notified of the approval of the application.
4. The applicant will then be required to sign a statement attesting that he is familiar with the rules and regulations governing activities at the building.
5. Upon approval, the Building Coordinator shall assign the number of personnel deemed appropriate to be on duty the day of the event.
6. The applicant/tenant will be responsible for returning chairs and tables to the location that they were found, removing all food debris and any trash that is not able to fit in a trash receptacle onsite.
7. On duty personnel will remain until all of the guests have left and will make certain that the building is locked and that there is no food left in the building.

## Rental Rates

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### Community Building Use

	Week Day	Week Night	Weekend Day	Weekend Night
<b>A.V.F.D. Firefighter</b>	Free	Free	Free	Free
<b>Community Citizen</b>	\$100	\$100	\$100	\$100
<b>Non – Resident</b>	\$150	\$150	\$175	\$175
<b>Governmental Use</b>	TBD	TBD	TBD	TBD

### Banquet Hall Use

	Week Day	Week Night	Weekend Day	Weekend Night
<b>A.V.F.D. Firefighter</b>	\$75	\$75	\$75	\$75
<b>Community Citizen</b>	\$100	\$100	\$100	\$100
<b>Charity</b>	\$100	\$100	\$100	\$100
<b>Business</b>	\$200	\$200	\$200	\$200
<b>Fund Raiser</b>	\$200	\$200	\$200	\$200
<b>Other</b>	\$200	\$200	\$200	\$200

\*In addition to the above stated rates, all rentals will require a \$100.00 cleaning deposit that will be refunded upon inspection of the building.

### **Building Availability**

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Week Day	8am – 4pm	Monday, Tuesday, Wednesday, Thursday
Week Night	6pm – 10pm	Monday, Tuesday, Wednesday, Thursday
Weekend Day	8am – 3pm	Friday, Saturday, Sunday
Weekend Night	5pm – 10pm	Friday, Saturday, Sunday

Additional hours may be purchased if personnel are available and if schedule permits. Extra hours, when available, will be charged at \$75 per hour.

### **Building Rules**

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1. NO ONE SHALL BLOCK THE ROLL UP DOORS OR DRIVEWAY TO THE STATION AT ANY TIME AND FOR ANY REASON.
2. All food will be removed from the building upon completion of the event.
3. Only Fire Department personnel can change the thermostat setting.
4. Use of Fire Department kitchen utensils is prohibited. You will need to supply your own.
5. Coffee maker and other appliances in the kitchen are available for use by tenants.
6. Fire Department tools may not be used by anyone other than Fire Department personnel.
7. No one is allowed in the truck bay areas unless accompanied by Fire Department personnel.
8. No one is allowed in a fire truck unless accompanied by Fire Department Personnel.
9. A copier is available for use at \$.10 per copy.
10. Alcohol is allowed for on premise consumption by tenants, however, a deputy must be hired to be onsite for the entire time of the function. This cost will be incurred by the tenant. Violation of laws regarding the consumption of alcohol will cause immediate termination of any rental agreement and forfeiture of any monies paid. Tenant is responsible for insuring that all laws and ordinances are observed.



# Antioch Volunteer Fire Department Building Rental Application

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

Company or Organization: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Eve. Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Briefly describe proposed use:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is the proposed date of use? \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  Day  Night

Time that building will be needed?

From \_\_\_\_\_  a.m.  p.m. To \_\_\_\_\_  a.m.  p.m.

Will there be alcoholic beverages at this event?  Yes  No

Is this a fund raiser?  Yes  No If yes, what organization? \_\_\_\_\_

Is this event business related?  Yes  No (i.e. are you selling or promoting a product or svc?)

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

**FOR AVFD USE ONLY:**

Use Type:  Community  Banquet  Other

Rate Type:  Citizen  Non – Resident  Business  Charity  Firefighter  Other

Use approved:  Yes  No

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

Firefighter(s) on Duty (Unit ID#/Name): \_\_\_\_\_

\_\_\_\_\_

Rate amount: \_\_\_\_\_ Payment Method:  Cash  Check

Payment received by (Unit ID#/Name): \_\_\_\_\_ Date: \_\_\_\_\_