

MONTAUK FIRE DISTRICT
Building/Kitchen Utilization Request Form

Name of Organization: _____
Contact Person: _____ Phone: _____
Person holding SCDOH Health Mgmt Certification: _____

Name of Fire Department Sponsor: _____

Use of (circle): **Meeting Room** **Kitchen** **Training Room**

Type of function: _____

Insurance: _____

Date(s): _____

Time: _____

Describe set-up: #chairs: _____ # tables: _____
Screen: _____ TV/DVD: _____

Please provide sketch as separate diagram

Please provide short description of how this event will benefit the community of Montauk:

A check in the amount of \$150 payable to the Montauk Fire District as well as a check in the amount of \$200 made payable to the Montauk Fire Department for use of the kitchen will be required to be submitted with this application.

PLEASE NOTE THAT THE USE OF ALCOHOL ON THE PREMISES IS PROHIBITED

The organizations requesting the privilege of using any Montauk Fire District facility must adhere to the following:

1. Meeting Room capacity is 139 persons. This limit must not be exceeded. If an event requires more space, a different location must be used.
2. **Parking is restricted. Contact the District for arrangements Monday through Saturday between 7:30-3:30pm at 631-668-2961.**
3. Future use of the Fire District property by any organization depends on compliance with District policy.
4. No food is permitted in the Commissioner's Room **AT ANY TIME.**
5. Use of the kitchen **DOES NOT** include the use of MFD supplies, take out containers, coffee and other consumables.