



Arvin Hart Fire Company
Riverside Station 4
44 East Street
Mechanicville, NY 12118

Pavilion Rental Rules

March 18, 2017

We cannot accept cash, checks ONLY for deposits and rental fees.

***** You will need a certificate of insurance prior to the use/rental of Arvin Hart Riverside Pavilion. Grounds can be used starting at 10:00am and ending at 10:00pm on the date of rental. Pavilion MUST be shut down no later than 10:00pm. THERE ARE NO EXCEPTIONS TO THIS *****

General Rules:

1. No Smoking in any public enclosed or covered areas.
2. Use recycling cans for empty cans and bottles
3. Please **DO NOT** stand, walk or sit on picnic tables. They are used for eating!!!!
4. We are **NOT** responsible for your guests or damaged done while renting the pavilion.
5. We are **NOT** responsible for your personal property if damaged, lost, or left behind.
6. No one **UNDER THE AGE OF 21** is to have in their possession, serve, or consume alcohol.
7. If you are not a member of the fire department, you or your guests are not to enter the fire station.
8. All cans and bottles need to be taken with you. Do not leave them in the receptacles. If soda or anything else spills in the recycling receptacles you are responsible to hose them out.
9. **DO NOT under any circumstances feed the neighbor's dogs.**

Kitchen Clean-up:

1. Make sure **GAS VALVES ARE OFF**
2. Put all garbage in trash cans provided and empty them into bins behind pavilion and move cans to the curb.
3. Make sure you clean Refrigerators, Freezers, Stove, and Griddle's.
4. Make sure all drop-down counter window covers are closed and locked, lights are turned off, Keys are left inside and all doors are locked.
5. Lift up the black floor mat and sweep and mop under it to prevent vermin.

Bathroom Clean-up:

1. Bathrooms **MUST** be cleaned after rental, including trash cans into large bins behind pavilion. Be sure to sweep and mop the floors.
2. Make sure all water faucets are turned off.
3. **DO NOT** leave toilets plugged. There are plungers provided.
4. Make sure all doors are locked and Lights are off.

General Pavilion clean-up:

1. If moved, Picnic tables must be put back underneath pavilion.

2. Make sure to return the Bocce Balls and Horseshoes in the containers and place back in kitchen.
3. Sweep up debris in Kitchen, bathrooms and under pavilion and dispose of in trash cans
4. Stack all empty trash containers together next to fence.
5. Under the pavilion should be hosed down after being swept.
6. Make sure all picnic tables are wiped down.
7. If you use tacks or push pins in the picnic tables for covers, please remove them, do not use staples.

Parking:

1. **DO NOT** park in lined spaces in front of or to the side of fire house. These spaces are reserved for firefighters in case of a call.
2. **Do Not Block** mailboxes or driveways of neighboring residences on Ferris Street.