



## DEKALB COUNTY FIRE RESCUE DEPARTMENT

*Darnell D. Fullum, Director/Fire Chief*

1950 West Exchange Place Tucker, Georgia 30084

Phone: 678-406-7731



### Community Room Use Application

|                                                                                                                                                                                                        |                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| FIRE STATION REQUESTED:<br>_____ #3 @ 100 N. CLARENDON AVENUE<br>_____ #4 @ 4540 FLAKES MILL ROAD<br>_____ #6 @ 2342 FLAT SHOALS ROAD<br>_____ #25 @ 7136 ROCKBRIDGE ROAD<br><br>REQUESTED DATE: _____ | TIME FRAME REQUESTED: _____<br><br>NUMBER OF PARTICIPANTS: _____<br><br>ORGANIZATION NAME: _____<br>_____<br>_____ |
| NAME OF PERSON(S) RESPONSIBLE: _____<br><br>PHONE NUMBER: _____ EMAIL: _____<br><br>ALTERNATE PHONE NUMBER: _____                                                                                      |                                                                                                                    |

**PLEASE NOTE:**

\*\*\* Complete this form and fax to 770-414-2126 or email [bsthompson@dekalbcountyga.gov](mailto:bsthompson@dekalbcountyga.gov)

\*\*\* Public Education Specialist Beverly Thompson will call you and verify availability.

\*\*\* Reservations will be confirmed by telephone at that time.

**SCHEDULING & UTILIZATION PROCEDURES:**

1. Community Rooms will be open for use by any **nonprofit group** that meets the proper criteria.
2. Community Rooms use applications must be submitted at least two weeks in advance but no more than two months prior to the requested date.
3. Usage will be approved on a one-time per monthly basis only. Regularly scheduled meetings will not be pre-approved unless authorized by the Director.
4. Community Rooms are to be used for meeting purposes only. Games, parties, and physical activities are prohibited. Fire personnel will perform a post-use inspection certifying that the room was left in good order.
5. In the event, the Fire Company is not at the station for check in or out, the user should call Communications on the exterior emergency telephone and explain the situation to them. Communications will then, notify the appropriate Battalion Chief.
6. Loud or disorderly conduct will not be tolerated.
7. Each usage will be limited to three (3) hours and will conclude by 10 pm.
8. No signs, posters or decoration will be allowed on walls or hung from ceilings.
9. Do not lock doors or cover window panels.
10. No outdoor activities are allowed in conjunction with Community Room activities.
11. Occupancy cannot exceed the posted maximum (38 people).

My signature confirms that I understand and agree to the above stipulations. \_\_\_\_\_