



DEKALB COUNTY FIRE RESCUE DEPARTMENT

Darnell D. Fullum, Director/Fire Chief
1950 West Exchange Place Tucker, Georgia 30084
Phone: 678-406-7731



COMMUNITY ROOM APPLICATION

Please complete this form and fax to 770-414-2126 or email bsthompson@dekalbcountyga.gov
Unauthorized or unscheduled meetings are prohibited. Call Beverly Thompson @ 770-414-2123 for confirmation.

SCHEDULING & GUIDELINE PROCEDURES:

Community Rooms may be used by 501c3 nonprofit organizations once per month.

Applications must be submitted at least 14 days in advance but no more than 3 months prior to the requested date.

Community Rooms are to be used for meeting purposes only. Games, parties, and physical activities are prohibited.

In the event, the Fire Company is not in the station at the beginning of your scheduled meeting, the user should call Communications from the exterior emergency telephone and explain they're at the station for a meeting. Communications will then, notify the appropriate Battalion Chief. Occupancy cannot exceed the posted maximum of (38 people) at stations 4, 6, 25, and (25 people at station #3).

Fire personnel will perform a post-use inspection, certifying the room was left in good order. If brooms and/or trash bags are needed, please see station personnel.

- FIRE PERSONNEL RESERVES THE RIGHT TO ENTER THE COMMUNITY ROOM AT ANY TIME.
- DO NOT LOCK DOORS, BLOCK OR COVER WINDOW PANELS FOR ANY REASON.
- NO WORSHIP SERVICES OR INITIATIONS OF ANY KIND CAN BE HELD ON DEKALB COUNTY PROPERTY.
- IT IS PROHIBITED TO COLLECT MONEY OR CONDUCT FINANCIAL TRANSACTIONS OF ANY KIND FOR MEETINGS ON DEKALB COUNTY PROPERTY.
- EACH MEETING WILL BE LIMITED TO TWO (2) HOURS, ONCE PER MONTH. SCHEDULING HOURS ARE **9:00 AM – 8:30 PM MONDAY – FRIDAY AND 9:00 AM – 8:00 PM SATURDAY AND SUNDAY**
- NO SIGNS, POSTERS OR DECORATIONS WILL BE ALLOWED ON WALLS OR CEILINGS. LOUD OR DISORDERLY CONDUCT WILL NOT BE TOLERATED.
- THE REQUESTING ORGANIZATION AND PERSON RESPONSIBLE MUST BE A RESIDENT OF DEKALB COUNTY.
- VIOLATORS WILL BE BANNED AND DECLINED FROM FURTHER USAGE OF THE MEETING ROOM.

FIRE STATION REQUESTED:

_____ #3 @ 100 CLARENDON AVENUE
_____ #4 @ 4540 FLAKES MILL ROAD
_____ #6 @ 2342 FLAT SHOALS ROAD
_____ #25 @ 7136 ROCKBRIDGE ROAD

REQUESTED MEETING DATE: _____

REQUESTED MEETING TIME: _____

TWO HOUR LIMIT

TODAY'S DATE: _____

NUMBER OF PARTICIPANTS: _____

CAPACITY FOR STATIONS 4, 6, AND 25 (38 PEOPLE) STATION 3, (25 PEOPLE)

ORGANIZATION'S NAME: _____

PRINT NAME/ADDRESS OF PERSON(S) RESPONSIBLE: _____

MUST BE A CITIZEN OF DEKALB COUNTY

EMAIL: _____ PHONE #: _____

MY SIGNATURE CONFIRMS THAT I UNDERSTAND AND AGREE TO THE ABOVE: _____