



## **Buck Creek Township Fire Department**

### **Buck Creek Township Government Center Community Room Rules & Regulations**

#### **1. Rooms Purpose:**

The purpose of the community rooms is to provide a facility that's usage benefits the whole community. The rooms may be used for organizations, trainings, club meetings, civil groups, reunions, showers, family gatherings, and other activities approved by the Township Advisory board.

#### **2. Facility Amenities:**

The primary community room is 1600 square feet and has access to the following equipment:

Wireless internet access	Speaker podium TV and DVD player
2 overhead projectors	2 dry erase boards      150 cushioned chairs
10 - 6 ft. rectangle tables	16 - 5 ft. round tables      CD player / radio
Sound system with 2 table microphones and 2 wireless clip on microphones	

The north end of the room is equipped with an American flag and Indiana flag, and is designated for the speaker during a conference or training.

The south end of the room includes a kitchen facility including: full size stove, refrigerator, coffee pot, microwave, and a slow cooker. Table service and cutlery is not available.

The hallway outside of the community room has access to restrooms, a phone, and vending machines.

Wireless internet code: SSID: **BCTFD Community**

WPA Personal Tkip: **Community**

#### **3. Rooms for Use:**

The primary community room can be used as a whole, or split into two smaller rooms. When functioning as two rooms, a sound proof wall is utilized and separate sound systems are available.

A conference room is available. This room is ideal for smaller meetings or groups. The room holds up to fourteen people. There is access to the internet, an overhead projector, and a dry erase board.

#### **4. Scheduling Requests:**

To use the room scheduling requests must go through the **bctfd.org** website and follow the instructions for the room request feature.

If internet access is not available or to view the rooms in advance please call the Township offices at 317-335-1401. The room may be utilized between the hours of 7 A.M. and 10 P.M.

The Buck Creek Township Advisory Board reserves the right to refuse usage of the community room and / or conference room if they determine the proposed activities are not suitable for the building or location.



## **Buck Creek Township Fire Department**

### **5. Tobacco & Alcohol Free Policy**

Buck Creek Township fire stations, offices, community rooms, and grounds are tobacco free facilities. No alcohol will be permitted on the property.

### **6. Damage Policy**

Any damage to any facility that occurs during usage must be repaired at the expense of the group that causes the damage. No decorations, charts, or posters may be glued, taped, or nailed to the walls or wood work. No open flames are permitted. No pets are allowed.

### **7. Minor Groups**

Groups composed of minors must have competent adult supervision during the entire course of the event being held in any township facility.

### **8. Set-up / Clean-up Policy**

Each group will be responsible for the set-up and clean-up of the community room. The room may be set-up as you wish for your event. If a group is wishing to set-up prior to an event, it must be noted when reserving the room. Before leaving the facility the attached clean-up checklist must be completed.

### **9. Equipment Usage Policy**

No equipment at any time is to be removed from the facility. All equipment listed above may be used, but must be put away per clean-up checklist. For damages see above.

### **10. Cost**

There is no damage deposit required. There is no cost for rental of the facility, however free will donations are accepted. A donation for large groups or classes put on by other public service agencies is appreciated.

### **11. Acknowledgment of Rules & Regulations**

Prior to scheduled date of use for the community room or conference room reserving individual must come to the Buck Creek Township office and pick up the rules and regulations. At that time the person will sign a release stating they agree to abide by and have received the rules and regulations for their scheduled event.

### **12. Questions or Concerns**

Any questions, concerns, or special considerations may be directed to the Buck Creek Township Trustee Melvin Branson. He may be reached during business hours in the township office at 317-335-1401.