



Cambridge Fire Company Inc.  
P.O. Box 517  
Jeffersonville, Vermont 05464  
(802) 644-2201

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## **Cambridge Emergency Service Building Use Policy**

### **Section 1 - Purpose:**

The Cambridge Fire Stations primary use is for Cambridge Emergency Services. Other access shall be limited to Emergency Service personnel or Municipal related special events of the Town of Cambridge. (such as: Cambridge Emergency Management, Cambridge Rescue, VT State Police, Cambridge Select board and Cambridge Town Highway) **\*\*Special events to be approved by CFD Fire Chief and Chair of the Cambridge Select Board.**

### **Section 2 - Priority:**

Priority shall be given for Cambridge Fire Services and Cambridge Emergency management (ex. Fire Calls, meetings, training, emergency command center, state of emergencies). Outside of this time period, other Cambridge Municipal agencies may use the room on a first come, first serve basis.

### **Section 3 - Use and Regulations:**

All Cambridge Municipal agencies, outside of the Cambridge Fire Services, shall agree to adhere to regulations unless waived by the Cambridge Fire Executive Committee.

**\*\*Security and Surveillance Cameras are used on and in the building\*\***

Meeting Room Use Regulations:

**\*\*CFD at any given time may ask any group to vacate the premises immediately without notice if needed\*\***

- 1 - The group reserving the room shall be responsible for any damage occurring during the use of the room.
- 2 - The group reserving the room shall be responsible for cleaning up the meeting room and leave it in condition suitable for the next use.
- 3 - No alcohol shall be permitted.
- 4 - Indoor smoking is not permitted. Smoking is permitted outside the building in the designated area. (To the right of the main entrance door)
- 5 - There will be no release of any open flames, fireworks, explosives or incendiary devices, at any time in or on the property of the Cambridge Emergency Service building.
- 6 - Users of the Building shall not interfere with other uses of the building (i.e. noise, unruly behavior, etc.)
- 7 - Parking is **NOT** permitted in the main parking lot. This area is reserved for Fire Department member parking only.
- 8 - All individuals or groups shall comply with any specific rules or conditions established by the Cambridge Fire Executive Committee regarding a particular use.
- 9 - User agrees to use and occupy the Cambridge Emergency Service Facility at its own risk and shall indemnify, defend and save the Town harmless from and against all claims for damages to persons or property arising or resulting from the use or occupancy of the premises.
- 10 - Use of the Kitchen is with prior approval only.

### **Section 4 - Reservations:**

Reservations shall be made by calling 644-2201 and leaving a message in our general voicemail box. We are not staffed full time so messages are not checked daily. We encourage a reservation to be requested a minimum of 30 days in advance to allow plenty of time to address the request.

**\*\*There will be no Thursday night access to the building\*\***

**Section 5 - Non-Compliance:**

Any individual or group who does not comply with the regulations may be denied future use of the Meeting room based on the discretion of the Cambridge Fire Executive Committee.