



Borrowing Fire House tables and chairs for community, organizational and private events is encouraged by the SGCVFD and the fire association.

Requests for use of the tables and chairs should be made online by e-mail to the webmaster at SGCVFD's web site: [sgcvfdbookings@mchsi.com](mailto:sgcvfdbookings@mchsi.com).

The following are the guidelines for usage:

1. Request is made online in an e-mail format with a two week lead time;
2. Request will include number of tables & chairs required and who will be responsible for them;
3. A return e-mail will then be sent to the requester;
4. The responsible person will sign for the chairs & tables when removing from the site and again upon return. The clipboard will be left on wall.
5. If bags of ice have been taken from the freezer they must be replaced;
6. Any damage or losses will be charged to the group utilizing the tables & chairs;
7. Details of the request and the group borrowing the tables & chairs will be posted on the fire department's web site.

\*\*\*\*\* **Thank You For Your Cooperation & Support** \*\*\*\*\*