

# German Township Volunteer Fire Dept.

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8400 St. Wendel Road  
Evansville, IN 47720  
E-Mail - [GermanFD@aol.com](mailto:GermanFD@aol.com)

Voice 812-963-9077  
FAX 812-963-5622  
<http://www.germanfiredept.org>

To: All Users of Headquarters Building  
From: John M. Buckman, Chief  
Date: 01-17-08  
Standing Order: 2008-038

- Rental fee \$75.00
- NO ALCOHOL ON PREMISES. This includes the parking lot and the building.
- All areas used must be cleaned and vacuumed after use.
- Any damages that occur are renter's responsibility and will be billed after repairs.
- Food or liquid spilled on the carpeting should be cleaned immediately. There is a carpet cleaner in the hallway closet.
- Renter is responsible for the conduct of all guests.
- Decorations are limited to tables only, nothing shall be attached to the walls or furniture.
- NO SMOKING in building. Properly dispose of cigarette butts in containers that are provided outside the North door.
- The computer room is NOT for general access by the public.
- Air-Conditioning/Heating Controls - adjust the temperature using the up and down arrows. The top number is the desired temperature the bottom is the actual temperature.
- Call 963-9077 between the hours of 8am and 5pm, Monday thru Friday 2 days ahead of rental to obtain keyless entry combination-do not give out combination.
- Take all trash to dumpster on north side of fire station.
- There is a key provided at the front door on a chain to unlock front door.
- The north door has a interior thumb lock that can be used to unlock the north entrance door.
- Do not allow exterior doors to be propped open at any time.
- Disposable kitchen supplies (paper plates – forks – etc) are not for public use.
- Do not leave any extra food after you leave, take it all with you.
- Please lock doors, and turn off all lights before you leave.

*Signature of Renter*

*Date Signed*

*----Have A Good Time-----*

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*Professional Volunteers Faithfully Serving German & Armstrong Townships*