

Cedarville Township Volunteer Fire Department

CTVFD Station Use Policy

2025

All members should maintain the cleanliness of the firehouse and facilities. Any items or areas used for personal use as allowed below are the responsibility of the member. Any damage to township or association property should be reported to a chief officer immediately. Failure to follow these guidelines may result in suspension of guest, kitchen, grill, or laundry privileges.

Guests

1. Any member may use the meeting room and kitchen to host guests if it is available. Each member is required to clean up after themselves and leave the area they used in a better condition than it was.
2. No one should be in the chief's office without permission.
3. Use of the officer's office should be limited to the completion of official fire department business unless given permission by a chief officer.
4. No guest should be in the officer's office at any time due to the confidential nature of the information that is kept there.
5. Department members and voting association members may have guests with them at the station without prior approval.
6. Probationary members may NOT have guests at the fire station unless one of the following criteria has been met:
 - a. A department member or association member is at the station the entire time the probationary member and their guests are at the station.
 - b. The probationary member has received prior approval from a chief officer or any member of the executive committee.

Kitchen

1. Before using the kitchen, check the Google calendar to verify that there are no scheduled events. If you would like to reserve the meeting room or kitchen for a group activity, contact a chief officer.
2. After use of the kitchen, make sure all areas are clean.
 - a. Clean all counter space and appliances.
 - b. Place all used items in the dishwasher or hand wash them. If the dishwasher is full, start the wash cycle. If you discover the dishwasher is done and clean, empty it and place all items where they belong.
 - c. If you fill the trash, or discover it is full, replace the bag and put it in the dumpster.
 - d. Never leave a mess for someone else to clean up, even if you did not create it.

Grill

1. The propane grill should only be used for association or department purposes. The grill should not be used for personal use unless given permission by a chief officer or member of the executive committee.
2. Members using the grill are responsible for the use, care, and clean up of the grill.
 - a. Cooking surface should be brushed clean with the supplied cleaning tool.
 - b. Stainless steel surfaces should be wiped down.
 - c. Propane cylinder should be turned off when not in use.
 - d. Drip pan for grease should be emptied and cleaned as needed.
 - e. Empty propane cylinders should be exchanged at the Cedarville Village Market under the Cedarville Fireman's Association house charge.

Laundry

1. Members may use the department washer and dryer for personal laundry as explained below.
 - a. Department laundry is a priority. If a member's laundry is in process, it may be removed to make room for department laundry and replaced to continue washing or drying where it was stopped.
 - b. While a member's laundry is in process, a laundry basket should be left nearby labeled with the member's name.
 - c. Personal laundry should be completed in a reasonable amount of time. Members who use the department washer and dryer understand that their laundry may be moved to the dryer and emptied into the supplied basket in their absence.

Effective April 10, 2025

_____ Date: _____

Kyle E. Miller

Fire Chief

Cedarville Township Volunteer Fire Department