

**PLAINSBORO TOWNSHIP BOARD of FIRE COMMISSIONERS
FIRE DISTRICT No. 1
&
PLAINSBORO FIRE COMPANY
HOUSE RULES**

1. Park only in designated spaces and park head-in unless a delivery or other specific situation mandates backing into a space.
2. Only authorized personnel will adjust thermostats and overhead doors.
3. Non-fire company and non-fire district activities are restricted to the member's room and meeting room areas unless approved by the Board of Commissioners, and, in the case of car washes, to the side lot. All other areas are off limits to visitors unless they are accompanied by fire district employees or fire company members.
4. Smoking and "vaping" are prohibited inside the building and are permitted only in designated areas where receptacles are located and only when the outside doors are closed. Use of any and all tobacco products should be in accordance with Plainsboro Fire District policies. Members must be careful and respectful when disposing of tobacco products.
5. All eating should take place in the member's room unless a special event or meeting requires the use of another space in the building, or an individual is working in an office. No eating should take place in the radio room. All plates, cups and utensils must be either discarded or properly stored when finished and the area should be cleaned.
6. Members are to treat the building, furniture and equipment with respect. Any misuse of the building, its furniture and equipment may result in disciplinary action. Any damage to the building, furniture or equipment should be reported immediately to a line or bench officer.
7. After each use, the building should be returned to a neat and clean condition. This includes washing and returning dishes, platters and all kitchen equipment to its proper place; straightening furniture, emptying trash cans and re-supplying trash bags, vacuuming the carpet, sweeping/washing floors and wiping down tables and chairs.
8. If the kitchen is used, all dishes should be washed and dried and placed in a cabinet or placed in the dish washer. All pots and pans should be washed and dried and returned to their storage area. If a pot or pan requires soaking, it must be removed from the sink by 0900 the following morning. No other pots, pans or dishes should be left in the sink or on any other surface. No food should be left

open. All food should be stored unless it is specifically left out for other members to share.

9. All items borrowed from the station are to be approved by a line or bench officer and signed out. All items borrowed are to be returned to the station in a timely manner. If any items are damaged or destroyed while borrowed, a line or bench officer should be notified and the member responsible for them needs to replace them within 14 days.
10. No fire equipment or equipment on a truck is to be removed or used for any purpose other than firematics, unless approved by a line officer with a specific return time.
11. Members are permitted to invite guests to the firehouse for tours of the facility and social events. Members inviting guests to the firehouse for television, video games, and other entertainment are limited to three guests per person. There is no limit on the number of family members. No guests may operate or use tools or perform repairs or other work on automobiles on fire district property. All guests are the responsibility of the member who invited them. Any guests who engage in inappropriate behavior during their visit or who violate the House Rules will be immediately escorted from the firehouse and the member who invited them may be liable for disciplinary action.
12. Members should refrain from activities that create noise and might disturb residents in the vicinity of the firehouse. This includes work on automobiles, loud radios, loud conversations while leaving the building etc. No work on cars or radios should be audible outside the building after 2100. Any work to be performed on a vehicle after 2100 must be of an emergency nature and approved by the Chief or the President.
13. Possession or consumption of alcoholic beverages on fire district property is prohibited in accordance with Plainsboro Fire District policies.
14. All training or practice activities involving power equipment or vehicles must be approved by a line officer. The procedure for obtaining approval is as follows:
 1. Obtain approval from any line officer in the building.
 2. If no line offices are present, contact the chief.
 3. In the absence of the chief, contact the deputy chief.
 4. In the absence of the deputy chief, contact the assistant chief
 5. If no chief officers are available to approve training, it may not take place until approval is obtained from a chief officer.
15. Request for use of the building for a family party or event or for use by a non-profit or community organization or business must be submitted to the Board of Commissioners for advanced approval.

16. All lights, computers, television, radios and other devices must be turned off when the last member leaves the building. Members should also ensure that all doors are closed and/or locked when leaving the building.

Event Rules

1. No members under the legal age limit to purchase alcohol may possess or consume alcohol at fire company events where it is available.
2. Any member who is or appears to be under the influence of alcohol at a fire company function is prohibited from operating a motor vehicle and must find alternate means of transportation.
3. Any member who creates a disturbance at a fire company event is subject to disciplinary action by the fire company.
4. Members are responsible for the behavior of their invited guests, including family members, and may be subject to disciplinary action for the actions of their guests.
5. Members attending an event are required to follow the instructions of any Line Officer or Bench Officer.
6. Any members violating any event rule will be subject to disciplinary action.