

**PLAINSBORO TOWNSHIP BOARD of FIRE COMMISSIONERS  
FIRE DISTRICT No.1  
CAR WASH POLICY**

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**1. USE OF FIRE DISTRICT FACILITIES FOR GROUP CAR WASH FUNDRAISERS.**

1.1 Use of the Plainsboro Fire Station for a fundraising car wash is limited to not-for-profit organizations.

1.2 The request for use of the Plainsboro Fire Station for a fundraising car wash must originate with and be signed by representatives of either an athletic booster club, a parent support organization, little league team manager, scoutmaster or scout troop leaders or the president or officer of a not-for-profit organization.

1.3 Every organization wishing to hold a car wash must submit in writing their preferred date and one or two alternative dates. These dates must be approved to make sure we have adequate staffing at the fire house to accommodate the request.

1.4 A rain date must be within the same weekend.

**2. APPLICATION REQUIREMENTS:**

2.1 The application must list:

- a. The organization name, affiliation (school, charity, sport, etc.)
- b. Signature of president or other officer, address, phone, cell phone, and e-mail.
- c. Name of car wash principal contact/chairperson, address, phone, cell phone, and e-mail.
- d. Name of alternate contacts for day of car wash, including cell phones.
- e. A signature by an officer of the applying organization, with their title, signifying that they have received a copy of the rules for the car wash, that they understand them and have communicated them to all persons participating in the car wash and an understanding that a car wash will be terminated for any and all violations of the rules. NOTE: All persons signing the application and all contact persons must be age 21 or older.

**3. INSURANCE:**

3.1 Plainsboro Fire District No. 1 and Plainsboro Volunteer Fire Company must be listed as additional insured on the applicant's insurance policy with a copy on hand during the car wash. Insurance limits to be approved by the Fire District. In addition, a hold harmless and indemnification agreement must be executed by the organization in the form attached. NOTE: The West Windsor-Plainsboro

Regional School District has arranged for this coverage for all school-related organizations.

#### **4. CAR WASH RULES:**

4.1 Car washes must be for sport teams, educational and charitable purposes only.

4.2 Car washes will be held from 9 a.m. to 3 p.m. (Set up to begin at 8:30 a.m.)

4.3 Organizations sponsoring car washes must obtain a certificate of insurance from an insurer approved by the Board of Commissioners of Plainsboro Fire District No. 1 at least two weeks prior to the scheduled date for the event and supply it to the Fire District.

4.4 Car wash operations and parking are limited to the public parking lot opposite Prospect Avenue. The fire company will provide two hoses for the group to use during the car wash. The group holding the car wash must provide all other equipment for the car wash. The building will be locked unless an active member of the fire company is present at the building. Please make sure all participants towel off before entering the building to use the bathroom.

4.5 No parking is permitted in any other area of the fire station, its lots, and driveways or on the front apron.

4.6 All persons connected with the car wash should park their cars on Prospect Avenue or in another legal parking spot. No cars will be parked in the fire station parking lot or in any commercial or residential location adjacent to the fire station.

4.7 No cars are permitted at any time or for any reason on the main driveway of the fire station, on the front apron where the fire apparatus exit the fire house or in the parking lot behind the fire house.

4.8 No persons connected with the car wash shall enter upon any public roadway or conduct themselves in a way as to create a traffic hazard. This includes sitting on curbs or stepping even momentarily into the roadway.

4.9 No water fights or improper use of hoses or water is allowed.

4.10 All persons participating in the car wash shall wear footwear at all times

4.11 Representatives of organizations sponsoring car washes should make every effort to ensure a smooth flow of traffic on Plainsboro Road, including declining admission to the parking lot where the washing and drying is taking place until it is clear.

4.12 Violation of any of the rules will cause immediate shutdown of the car wash and revocation of permission to hold it, multiple violations could result in the group from being banned from future car washes at the fire house.

4.13 The contact person or one of the alternate contact persons must be present for the duration of the car wash.

4.14 At the conclusion of the car wash, all soap is to be washed to the extent possible from the parking lot. All brushes and recyclables (plastic bottles, soda cans) are to be picked up and bagged appropriately. Bags containing trash must be securely fastened and tossed in the fire station dumpster at the rear of the property. Tin cans and plastic bottles should be bagged separately, securely fastened and left at the rear door of the station.

4.15 In the event of an accident injury, the car wash contacts should immediately contact Plainsboro Township Police Department at 609-799-2333 or by dialing 9-1-1 in the event of a life-threatening emergency.

4.16 If any participant participating in the car wash sustains injuries that require medical treatment, the incident must be reported to the on-site fire company or fire district personnel or by telephone to the fire district office at 609-799-0492 within 24 hours of treatment.

**PLAINSBORO BOARD of FIRE COMMISSIONERS  
FIRE DISTRICT No. 1  
CAR WASH APPLICATION AND AGREEMENT**

I \_\_\_\_\_ hereby represent that I am authorized to sign on behalf of the organization and hereby confirm that the organization understands and agrees to abide by the terms and conditions of this policy. I acknowledge that I have received and read a copy of the rules governing car washes held at the Plainsboro Fire Station. I have identified the principal contact on the day of the car wash and alternate contacts. I understand them and have shared them with participating members of the organization. I understand that the car wash may be terminated and permission to hold revoked immediately for any violation of the rules or if its continuation is deemed unsafe by either the Board of Commissioners, Plainsboro Fire District No. 1, representatives of the Plainsboro Fire Company, Plainsboro Fire District No. 1, or the Plainsboro Township Police Department.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_ Phone: \_\_\_\_\_

**Principal Contact, Day of Car Wash:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Town \_\_\_\_\_

Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

E-mail \_\_\_\_\_

**Alternate Contacts, Day of Car Wash**

Name \_\_\_\_\_

Cell Phone \_\_\_\_\_

Name \_\_\_\_\_

Cell Phone \_\_\_\_\_

Name \_\_\_\_\_

Cell Phone \_\_\_\_\_

Name \_\_\_\_\_

Cell Phone \_\_\_\_\_

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Name \_\_\_\_\_

Cell Phone \_\_\_\_\_

Name \_\_\_\_\_

Cell Phone \_\_\_\_\_

**HOLD HARMLESS AND IDEMNIFICATION AGREEMENT**

The undersigned hereby agrees to hold harmless and indemnify Plainsboro Township Fire District No. 1, the Commissioners of Plainsboro Township Fire District No.1, and the Plainsboro Volunteer Fire Company from any and all claims and liability relative to attendance at and/or participation in the car wash scheduled for (month, day, year) \_\_\_\_\_ and with a rain date of (month, day, year) \_\_\_\_\_.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Item below to be completed by Plainsboro Fire District No. 1

Received and filed \_\_\_\_\_