Mercer County Fire Academy
Capt. John T. Dempster Sr. Fire Training Center
350 Lawrence Station Road
Lawrenceville, NJ 08648
Telephone: (609) 799-3245 Fax: (609) 799-1549

FACILITY USE REQUEST FORM

Requested Date & Time

Requested Date:	**Requested Times(s):**

Event Information

Area(s) Requested:

Classroom A (Capacity 45) _____ Kitchen _____
Classroom B (Capacity 45) _____ Snack Area _____
Classroom D (Capacity 25) _____ Apparatus Room _____
Auditorium (Capacity 190) _____
Seminar Room (Capacity 15) _____
Other _____

Equipment Requested:

Television with DVD _____
Television with VCR _____
Overhead Projector _____
Slide Projector _____
LCD Projector _____ Computer _____
Other _____

Type of Event:	**Approximate Attendance:**
Will Your Event Be Catered?	**Caterer's Name & Telephone Number:**

Requestor's Information

Requesting Agency/Department/Organization's Name	**Mailing Address**

Contact's Name	**Phone Number**	**Fax Number**

Use Agreement

1. The _____***** shall hold harmless and indemnify the County of Mercer, the Mercer County Community College, their officers, agents and employees from any and all injuries, damages, and claims for damage to persons and/or property arising from the actions of its attendees utilizing the facilities of the Dempster Fire Service Training Center, except as such injuries and damages are caused by the gross negligence of the County or School District or their employees or agents. *****Insert name of organization.
2. User agrees that it will be liable to repair or pay for the repair of any portion of the facilities, equipment, or buildings which may be damaged by the by the user or any of its personnel or attendees excepting that from normal wear and tear as may be expected in the use of said facilities, equipment and buildings.
3. User agrees and represents that it has in full force and effect liability insurance providing as a minimum for bodily injury of $_____ and property damage in the amount of $_____. User further agrees to provide the County with a Certificate of Insurance naming the County and the School District as Co-insured.
4. User agrees to be bound by all of the rules and regulations of the Dempster Fire Service Training Center.
5. User shall be fully and exclusively responsible for its own equipment and personnel while at the Dempster Center and shall indemnify and hold the County of Mercer and the Mercer County Community College harmless from any claims for damages to such equipment arising out of the use of the Dempster Center.

Requesting Individual's Name	**Requesting Individual's Position**	**Requesting Individual's Signature**	**Date**

For Fire Academy Use Only

Your application for use of the Dempster Fire Service Training Center has been:

_____Approved _____Disapproved _____Modified (see attached)

Your INVOICE will be forwarded upon use.

_____ _____
Mercer County Fire Academy Staff **Date**

Rev. 1/2008