



MIDDLESEX COUNTY FIRE ACADEMY

1001 FIRE ACADEMY DRIVE
 SAYREVILLE, NJ 08872
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APPLICATION FOR USE OF FIRE ACADEMY

NAME OF ORGANIZATION:	CONTACT NAME:
EMAIL ADDRESS FOR CONFIRMATION:	PHONE:
REASON FOR USE/ TITLE : (TO BE DISPLAYED ON THE MONITOR)	NUMBER OF PARTICIPANTS

THE MIDDLESEX COUNTY FIRE ACADEMY HOURS ARE FROM: 8:00AM-4:15PM AND 7:00PM-10:30PM

DATE(S):	Start and End of Class/Meeting--(do not include set up and clean up time)	<p>NOTE: IMPORTANT PLEASE READ! <u>A SPECIAL REQUEST MUST BE MADE AND APPROVED IN ADVANCE BY THE FIRE ACADEMY STAFF IF YOU ARE REQUESTING HOURS OTHER THAN THE NORMAL FIRE ACADEMY HOURS.</u> ***THIS MAY INCUR ADDITIONAL FEES</p>

CATERING SETUP

SINCE THERE ARE MANY AGENCIES USING DIFFERENT CATERERS FOR THEIR TRAINING AT THE MCFA, IF YOU ARE PROVIDING CATERING SERVICE FOR YOUR TRAINING, YOU **MUST**:

1. REQUEST A DINING AREA IN ADVANCE
2. INFORM THE FIRE ACADEMY STAFF THE NAME OF YOUR CATERER
3. HAVE REPRESENTATIVE **ON SITE** TO MEET THE CATERER.

NAME OF CATERER: _____

TIME OF USE: _____

* WE CANNOT GUARANTEE A DINING AREA UNLESS YOU RESERVE IN ADVANCE!

OUTSIDE TRAINING AREA REQUESTED

WILL YOU BE REQUESTING USE OF THE OUTSIDE AREA?

NOTE- A SEPARATE 'DRILL APPLICATION' FORM MUST BE FILLED OUT IN ADDITION TO THIS FORM

CLASSROOM LAYOUT

STANDARD A ½ CLASSROOM	Room Capacity: (30)	QTY _____
STANDARD B ½ CLASSROOM	(40)	QTY _____
STANDARD FULL CLASSROOM	(70)	QTY _____
AMPHITHEATER (165)		_____

A/V EQUIPMENT

THE MCFA PROVIDES A/V EQUIPMENT, WHITE BOARDS AND FLIP CHARTS. WI-FI IS AVAILABLE. **THE MCFA DOES NOT PROVIDE LAPTOPS; YOU MUST SUPPLY YOUR OWN.**

OTHER/COMMENTS:

FIRE ACADEMY FACILITY RULES

IF YOU ARE THE SPONSORING AGENCY, A REPRESENTATIVE FROM YOUR OFFICE MUST BE ON SITE.

FOOD AND DRINK MUST BE CONSUMED IN THE CAFETERIA.

PARKING IS NOT PERMITTED IN STAFF DESIGNATED PARKING SLOTS.

IF THERE ARE ANY PROBLEMS WE ASK THAT THEY BE REPORTED TO THE ADMINISTRATIVE STAFF ASAP

OUTSIDE AREA MAY NOT BE USED WITHOUT NOTIFYING THE FIRE ACADEMY STAFF IN ADVANCE.

INSURANCE REQUIREMENTS

THE COUNTY OF MIDDLESEX CARRIES INSURANCE COVERING ITS LEGAL LIABILITY. THE COUNTY OF MIDDLESEX ASSUMES NO LIABILITY WITH RESPECT TO BODILY INJURY, PROPERTY DAMAGE, ILLNESS OR OTHER DAMAGES OR LOSSES, OR WITH RESPECT TO ANY CLAIMS ARISING OUT OF ANY ACTIVITY OF THE PERMIT HOLDER.

THE ABOVE CONDITIONS ARE UNDERSTOOD. THIS APPLICATION IS AUTHORIZED BY:

Signature: _____

Date: _____