



SOMERSET COUNTY

EMERGENCY SERVICES TRAINING ACADEMY

402 ROYCEFIELD ROAD, HILLSBOROUGH NJ 08844
 PO BOX 3000, SOMERVILLE NJ 08876-1262
www.co.somerset.nj.us/trainingacademy.html
trainingacademy@co.somerset.nj.us

APPLICATION FOR FACILITY RENTAL

ALL INFORMATION MUST BE TYPED OR PRINTED IN BLOCK LETTERS

NAME OF ORGANIZATION:	ADDRESS FOR INVOICING:
CONTACT NAME:	
EMAIL ADDRESS:	PHONE:
REASON FOR USE/TITLE:	TOTAL NUMBER OF PARTICIPANTS:

• SOMERSET COUNTY ESTA HOURS OF OPERATION:
 • WEEKDAYS FROM 8:00AM TO 4:00PM & 7:00PM TO 10:00PM • WEEKENDS FROM 8:00AM TO 4:00PM

DATE(S):	TIME(S) REQUESTED:	NOTE: A SPECIAL REQUEST MUST BE MADE AND APPROVED IN ADVANCE BY THE ACADEMY IF YOU ARE REQUESTING HOURS OTHER THAN THE NORMAL OPERATING HOURS. *THIS MAY INCUR ADDITIONAL FEES.
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• CATERING SETUP: SINCE THERE ARE MANY AGENCIES USING DIFFERENT CATERERS FOR THEIR TRAINING AT ESTA, 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: _____ <i>ESTA CANNOT GUARANTEE THE CAFETERIA AREA UNLESS YOU RESERVE IN ADVANCE!</i>	• OUTSIDE TRAINING AREA: WILL YOU BE REQUESTING THE USE OF A TRAINING AREA(S)? YES • NOTE: A "DRILL APPLICATION" FORM MUST BE COMPLETED IN ADDITION TO THIS FORM • AUDIO/VISUAL EQUIPMENT: ESTA PROVIDES A/V EQUIPMENT, WHITE BOARDS, FLIP CHARTS AND WI-FI IS AVAILABLE. ESTA <u>DOES NOT</u> PROVIDE LAPTOPS.
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• ESTA RULES: 1. IF YOU ARE THE SPONSORING AGENCY, A REPRESENTATIVE FROM YOUR ORGANIZATION MUST BE ON SITE. 2. FOOD AND DRINK MUST BE CONSUMED IN THE CAFETERIA. 3. PARKING IS NOT PERMITTED IN STAFF DESIGNATED PARKING. 4. IF THERE ARE ANY PROBLEMS WE ASK THAT THEY BE REPORTED TO THE ADMINISTRATIVE STAFF ASAP. 5. OUTSIDE AREA MAY NOT BE USED WITHOUT NOTIFYING THE ACADEMY STAFF IN ADVANCE.	• CLASSROOM LAYOUT & OCCUPY LOADS: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">CLASSROOM A - MAX 50</td> <td rowspan="2" style="padding: 2px;">CLASSROOM B & C - MAX 100</td> </tr> <tr> <td style="padding: 2px;">CLASSROOM B - MAX 50</td> </tr> <tr> <td style="padding: 2px;">CLASSROOM C - MAX 50</td> <td rowspan="2" style="padding: 2px;">CLASSROOM D & E - MAX 50</td> </tr> <tr> <td style="padding: 2px;">CLASSROOM D - MAX 25</td> </tr> <tr> <td style="padding: 2px;">CLASSROOM E - MAX 25</td> <td style="padding: 2px;">CAFETERIA</td> </tr> </table>	CLASSROOM A - MAX 50	CLASSROOM B & C - MAX 100	CLASSROOM B - MAX 50	CLASSROOM C - MAX 50	CLASSROOM D & E - MAX 50	CLASSROOM D - MAX 25	CLASSROOM E - MAX 25	CAFETERIA
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CLASSROOM E - MAX 25	CAFETERIA								

• INSURANCE REQUIREMENTS: THE COUNTY OF SOMERSET CARRIES INSURANCE COVERING ITS LEGAL LIABILITY. THE COUNTY OF SOMERSET 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.	• OTHER COMMENTS:
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THE ABOVE CONDITIONS ARE UNDERSTOOD - THIS APPLICATION IS AUTHORIZED BY:

SIGNATURE:	DATE::
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FOR OFFICE USE ONLY	CHECK NUMBER:	TOTAL AMOUNT:	DATE:
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