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:	**Equipment Requested:**
Classroom A (Capacity 40) _____ Classroom D (Capacity 25) _____ Auditorium (Capacity 75) _____ Seminar Room (Capacity 15) _____ Snack Area _____	LCD Projector _____ Projector w/ LapTop _____

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, Mercer County Community College (MCCC) and Mercer County Fire Academy, 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 at the Mercer County Fire Academy, except as such injuries and damages are caused by the gross negligence of the County, MCCC or Mercer County Fire Academy or their employees.
2. User agrees that it will be liable to repair or pay for the repair of any portion of the facility, equipment, or buildings which may be damaged by the user or any of its personnel or attendees (except that from normal wear and tear as may be expected in the use of said facility, 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, MCCC and Mercer County Fire Academy 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, personnel and guests while at the Dempster Center and shall indemnify and hold the County of Mercer, Mercer County Community College and Mercer County Fire Academy harmless from any claims for damages to such equipment.

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

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

Rev. 01/2013