

MIDDLESEX COUNTY FIRE ACADEMY

1001 Fire Academy Drive * Sayreville, NJ 08872

Phone: 732-727-0008 * Fax: 732-721-0158

APPLICATION FOR USE OF FIRE ACADEMY

Name of Organization:	Contact Name:	
Address for Confirmation:	Phone: Fax:	
Reason for Use:	Number of Participants:	
Date Required:	Time of Use:	
For Office Use Only: Classroom #:	Dining Room	Amphitheater

A/V EQUIPMENT NEEDED

- Slide Projector
- Power Point
- Overhead Projector
- VCR

CLASSROOM LAYOUT

- Standard ½ Classroom (40): Qty _____
- Standard Classroom (75): Qty _____
- Amphitheater
- Special Layout: _____

CATERING SETUP

- Name of Caterer: _____
- _____
- AM
- Lunch
- PM

FIRE ACADEMY FACILITY RULES

There is no smoking permitted anywhere in the building. 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. The MCFA provides A/V equipment, white boards and flip charts. Copies of materials needed for group is NOT provided.

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. Application is authorized by:

Signature

Date