



COUNTY OF BERGEN
 DEPARTMENT OF PUBLIC SAFETY
LAW AND PUBLIC SAFETY INSTITUTE · POLICE, FIRE & EMS ACADEMIES
 281 Campgaw Road · Mahwah, N.J. 07430
 (201)785-5700· FAX (201)785-6036

James J. Tedesco III
 County Executive

FACILITY USE REQUEST FORM

Ralph Rivera, Jr.
 Director of Public Safety
Richard Blohm
 Director of the Law & Public Safety Institute

CERTIFICATE OF INSURANCE REQUIRED

Facility Use Fee:

| Requested Date & Time | | | |
|---|----------------------------------|-----------------------------------|------------------------------|
| Date of Request: | Requested Date(s): | Requested Time(s): | |
| Event Information | | | |
| EAST WING | WEST WING | OUTSIDE | OUTSIDE |
| Rm 103 (Cap. 25) Comp Rm | Room 301 (Capacity 25) | Fire Grounds | Building 06 (MU) |
| Room 201/202 (Capacity 70) | Room 302 (Capacity 36) | Range | Building 07 (Capacity 25) |
| Room 204 (Capacity 80) | Room 308 (Capacity 30) | Building 01 (Capacity 30) | Building 08 |
| Room 207 (Capacity 80) | Room 310 (Capacity 30) | Building 02 | Building 09 (Apparatus Bays) |
| Room 221 (Capacity 32) | Room 311 (Capacity 30) | Building 03 | Building 10 (Apparatus Bays) |
| Room 222 (Capacity 40) | Room 312 (Capacity 30) | Building 04 (LSC) | K9 Training Area |
| Hall of Heroes (Cap. 245) | Room 313 (Capacity 30) | Building 05 (CT) | OTHER: |
| All Rooms Equipped with the Following: Flat Screen TV's * LPSI Computers with Microsoft PowerPoint 2010 * USB Drives Are Preferred | | | |
| * Appropriate Dress Includes: long pants, shirts with sleeves, and shoes | | | |
| Course Title: | | Approximate Attendance: | |
| Requesting Individual's Name | Requesting Individual's Position | Requesting Individual's Signature | Date |
| Requestor's Information | | | |
| Requesting Agency Individual /Department/Organization's Name | | Mailing Address: | |
| Contact's Name | Telephone Number | Fax Number | |
| User Agreement | | | |
| <p>1. The _____ * shall hold harmless and indemnify the County of Bergen, the Law and Public Safety Institute, 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 Law and Public Safety Institute, except as such injuries and damages are caused by the gross negligence of the County or the Law and Public Safety Institute or their employees or agents. *Insert name of organization.</p> <p>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 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.</p> <p>3. User agrees and represents that it has in full force and effect General Liability insurance providing as a minimum for Bodily Injury/Property Damage of \$1 Million per Occurrence. User further agrees to provide the County with a Certificate of Insurance naming the County and the Law and Public Safety Institute as an Additional Insured.</p> <p>4. User agrees to be bound by all of the rules and regulations of the Law and Public Safety Institute.</p> <p>5. User shall be fully and exclusively responsible for its own equipment and personnel while at the Law and Public Safety Institute and shall indemnify and hold the County of Bergen and the Law and Public Safety Institute harmless from any claims for damages to such equipment arising out of the use of the Law and Public Safety Institute.</p> | | | |
| *Contact: Kim Quinones: quinones@bcpsi.net | | | |

Room request submissions will be invoiced immediately and a purchase order or check must be generated to the facility prior to the dates requested in order to secure the rooms. Please be advised if booking a room on a Sunday or on a Holiday there is an additional Janitorial fee of \$ 45.00 per hr. that will be applied. If requesting Fire Instructor, there will be a fee charged \$40.00 per hour per Instructor.

SIGN:

X _____

We are requesting a fee waiver due to no charge for attendees.

08/24/2023