

BURLINGTON COUNTY EMERGENCY SERVICES TRAINING CENTER

REQUEST FOR USE OF ESTC FACILITY

Date_____ Contact Persons_____ Phone _____

Organization / Group_____

Address/Town/Zip_____

Activity Planned _____

Anticipated Attendance _____ Are you charging a fee? YES ☐ NO ☐

Date of Activity _____ Start Time _____ End Time _____

Area(s) Requested: _____ Auditorium (149) _____ # of Class Rooms (48) _____ Cafeteria _____ Other _____

Will your group require food service which is available for an additional fee? : _____ Yes _____ No
REMINDER: NO outside coffee/food or food vendors are permitted. Our contracted food vendor is Sodexo Services through Burlington County Institute of Technologies. Forms are available from the training center.

Facilities Rental

Type A Local, County, State and Federal emergency agencies serving the public**

Type B Local, County, State, Federal agencies and authorities serving the public.
Private companies needing training space or meeting rooms.

Type A Fee will be waived for these users.
** If charging a fee or contracting with an outside contractor for training then it will be a Type B rental.
Contractor must make application for use.

		Half Day	Full Day
Type B	Half Classroom (24 seats)	\$100.00	\$200.00
	Full Classroom (48 seats)	\$200.00	\$300.00
	Amphitheater (149 seats)	\$300.00	\$600.00

PROOF OF INSURANCE MUST BE SUBMITTED WITH APPLICATION: The insurance required consists of: **a)** Statutory worker's compensation and employer's liability insurance; **b)** Comprehensive, all risks, general liability insurance including personal injury and property damage liability of not less than \$1,000,000.00 each occurrence/\$1,000,000.00 annual aggregate; and **c)** Automobile bodily injury and property damage liability insurance with a limit of not less than \$1,000,000.00 combined single limit. Upon approval of the application by the County of Burlington, the applicant agrees to abide by all Rules and Regulations of the County of Burlington and of the Burlington County Emergency Services Training Center.

The Applicant agrees to indemnify and hold harmless the Burlington County Board of Chosen Freeholders and its employees and agents from any and all claims for any type of personal injury, property or other damages, including attorneys fees and costs arising out of the execution of this contract or the Applicant's use or occupancy of the premises controlled by the Burlington County Emergency Services Training Center. The Applicant acknowledges its responsibility to ensure the safety of its equipment and that its personnel or members are physically able and have satisfied any conditions necessary to participate in the training exercises at the ESTC.

Board of Chosen Freeholders:

APPLICANT'S SIGNATURE / TITLE

By: Division of Emergency Services Training