Monmouth County Fire Academy

Request for Use of Facility

Today's Date: _____

Organization Making Request: _____

Name of Event: _____

Event Date(s): _____ Time (Set-up to Breakdown): _____

Contact Person: _____ Contact Phone: _____

Contact E-mail Address: _____

Contact Person & Phone (**Day of Event**):_____

Request for (Circle all that apply):   Classroom   Auditorium   Cafeteria

Expected # of Attendees: _____   # of Classrooms requested: _____

Use of projector/computer and screen needed: Yes   No

Wifi Access for students requested: Yes   No

Please specify any other AV requests: _____

_____

Special Accommodations Requested/Additional Details About Event:

_____
_____
_____

*Fees for Private and "For Profit" Agencies:

- 1 classroom: $300/ per day
- 2 or more classrooms: $500/ per day
- Auditorium: $500/ per day
- Auditorium & Cafeteria: $700/per day