Bergen Community College
400 Paramus Road, Paramus NJ 07652

Community Use of College Facilities
Information and Application

As part of its community service function, the College will make available, for occasional use, its facilities to community organizations and agencies for educational, cultural, social, civic and recreational purposes.

General Rules

1. Organizations, incorporated on a for-profit or non-profit basis, public or private, may apply for the use of the facilities of Bergen Community College at a reduced rate through *"Friends of Bergen Gift-in Kind" (See – Appendix Item F) provided* they are non-discriminatory and their purposes are consistent with the mission of the College and the public interest. As determined by the date, time, and nature of the event, and the College's review of facility and staff availability, this application may be considered. Such organizations may include educational institutions and organizations, civic groups, charitable organizations, government agencies, youth groups, fraternal organizations, service clubs, and others. The College reserves the right to determine if an organization's and their event's purposes are consistent with its own and if the use of College facilities is appropriate. If, in the judgment of the College, this is not so, the College further reserves the right not to extend use of its facilities.

2. No organization or event will be accommodated if the College has instructional, administrative, personnel, or other needs that will be compromised should the event take place. All College activities will take precedence over all other requests.

3. All College rules and regulations must be adhered to.

    a. Conduct and Compliance regulations for the West Hall Gallery Area must be adhered to. (See – *Appendix Item C*)
    b. Conduct and Compliance regulations for the Gymnasium and Pool Areas must be adhered to. (See – *Appendix Item D*)
    c. Conduct and Compliance regulations for the Simulator facility must be adhered to. (See – *Appendix Item E*)

Disposition of Application

1. After consideration of the nature of the organization or event; its consistency with the College's mission, adherence to established rules and guidelines as defined by the Community Use of Facilities Policy, the College's ability to accommodate the event, and circumstances or conditions affecting the request. It shall be within the discretion of the responsible officer, acting on behalf of the College, to reject an application.

2. The responsible officer shall be authorized to suspend the permission of the application at any time it appears that the regulations agreed upon are not followed. Reinstatement may be made only after a review of the application by the President or the Board of Trustees.

Facilities Regulations

1. A building shall not be opened prior to 7:00 a.m. nor remain open after 11:00 p.m.

2. The number of College custodial, public safety, technical staff and other personnel will be determined by the College.

Payment for Use

1. All payments for use of facilities shall be made by check, payable to Bergen Community College and sent to:

   Bergen Community College
   400 Paramus Road
   Director, Office of Community Affairs
   Office A-221
   Paramus, NJ 07652

2. Invoices are due upon receipt.

Conduct and Compliance

1. Outside groups may not post any advertising on College property, outside or within buildings. Only approved directional signage will be permitted in designated areas.

2. Use of decorations must be pre-approved and must be removed at the conclusion of the program. Organizations will be responsible for any damage caused as a result of installation or removal of decorations.

3. No concession for private profit by an individual may be operated on College property. Vendors affiliated with an event must be pre-approved.

4. No other activity, solicitation, or promotion may take place in connection with the event, other than the activity described on the application form.

5. Organizations sponsoring events at the College shall not indicate or infer endorsement, sponsorship, or affiliation by the College and may not use the College name other than to indicate location. Organizations interested in co-sponsorship or other formal involvement by the College should indicate this to the responsible officer at the time of the initial inquiry.

6. Smoking, vaping, use of the tobacco products including ESD (electronic smoke device) or ENDS (electronic nicotine delivery systems) are prohibited everywhere on campus inside and outside.

7. Use of alcoholic beverages is prohibited on campus except in designated areas with prior specific written approval.

8. Use of illegal or controlled substances, disorderly conduct, and willful destruction of property are forbidden. Violators will be prosecuted in accordance with the law. Failure on the part of any group to enforce these regulations shall be considered sufficient cause by the College authorities to refuse further use of any College facilities.

9. Organizations using College facilities will be responsible for adhering to all regulations.

10. Any misuse of facilities, destruction of property, etc., shall be indicated by the appropriate College employee in an itemized report submitted to the Public Safety Office. Charges for repairs or replacements may be forwarded to the user as determined by the College.

Custodial Services

1. As required, custodial staff shall be assigned to fulfill tasks required for the event. This custodian shall be a regular College employee assigned by the Director of Custodial Operations.

2. Custodial services to groups shall include only unlocking and locking the building, operation of lights, setting up seating and room arrangements, and normal clean up. It is not the duty of the custodian to supervise groups or to maintain order or to setup, remove or transport personal equipment and supplies.

Public Safety Services

1. In any event involving more than one hundred spectators or participants, Public Safety services must be provided. Only College Public Safety Officers may be engaged, and the number of officers assigned will be at the discretion of the College.

2. Public Safety Officers will monitor events and insure that College policies are being adhered to. Officers will not assist in the running of an event, or the admission or regulating of activities or participants unless behavior is contrary to the College's rules and regulations.

Technology Services

1. Media technology staff shall be assigned to fulfill tasks required for the event.

Food Services

1. Unless otherwise approved any food and/or beverage service must be provided by the College's contracted vendor only, with outside, direct billing. Menus and price lists are available for review please request. *(See – Appendix Item G)*

Use Fees

We base the rental fees for events on the date, time, hours of use, number and type of College services and facilities required, impact on College operations and availability of, staffing. Only College staff may be engaged to provide services and the College reserves the right to determine the number of staff required.

1. Payment of invoices are due upon receipt.

2. Multi-Use Event: a single flat fee may be charged in lieu of separate rental rates for multiple sites.

3. Contingent compensation arrangements may be agreed upon at the College’s discretion.

4. In the event of extenuating circumstances, such as cases of extreme hardship, the College may consider waiving all or part of the rental fees.

5. All fees listed in this application are subject to change.

General Fees for the Paramus Campus, Ciarco Learning Center in Hackensack, and BCC at the Meadowlands in Lyndhurst.

Conference Centers: Paramus and Lyndhurst locations

Capacities in Conferences Centers vary with seating styles and individual set-up needs.
Fees include one hour of client set-up prior to an event

- Media Technologies: Screen, podium, projection and sound, laptop computer, internet access, and on call media technical support
- Room Set-up: theater, classroom, boardroom, banquet, or dais
- Hallway uses for registration
- Public Safety services as described
- Wheelchair accessibility

Ciccone Theater: audience capacity: 300

The College will determine the number and type of technicians required to support a production upon review of a technical rider.

Gallery Bergen:

Due to the valuable and delicate nature of art, which often requires that it be maintained in a controlled environment, the cost to exhibit in Gallery Bergen is determined on an exhibit-by-exhibit basis.

Space	New Day Rate	Half Day Rate
Classrooms	$1,100.00	$645.00
Lecture Halls	$1,100.00	$645.00
Computer Labs	$1,800.00	$1,060.00
Student Cafeteria	$1,100.00	$645.00
Outdoor Athletic Fields	$850.00	$495.00
Gymnasium	$2,250.00	$1,325.00
Grounds/Parking Lots	$800.00	$460.00
Simulator - Helicopter	$850.00	$500.00
Simulator - Fixed Wing	$850.00	$477.00
Pool	$1,450.00	$845.00
Moses Meeting and Training Center	$2,750.00	$1,625.00
Meadowlands Conference Center	$2,750.00	$1,625.00
Anna Maria Ciccone Theater	$6,400.00	$3,812.00

Additional fees in conjunction with all rentals above:

- Public Safety: $75.00 per hour/3 hour minimum
- Custodial Services: $75.00 per hour/3 hour minimum
- Grounds: $75.00 per hour/3 hour minimum
- Media Technician: $86.00 per hour/3 hour minimum
- IT Technician: $86.00 per hour/3 hour minimum
- Onsite Administrator: $86.00 per hour/3 hour minimum
- Theatre Technician rates vary upon the expertise required by the Tech Rider

Procedures:

1. The completed application should be submitted to the Director of Community Affairs at least sixty calendar days in advance of the date of the proposed use. If necessary, the College President shall be contacted before the approval is given, and at the President's discretion, the request may be presented to the Board of Trustees. (See Application Form – *Appendix Item A*)

2. For groups using facilities for an event that extends beyond a single day, one application shall be sufficient, provided that all dates and facilities to be used are included on the form.

3. No application will be officially considered until the Application Form, Hold Harmless Agreement, and Insurance Certificate and/or Insurance Rider are received. In addition, the College may require additional printed information, such as brochures, pamphlets or fliers describing the organization or the event. (See Insurance Forms – *Appendix Items B, F, and G*)

4. Requests for a reduction of fees by a Non-Profit must be accompanied by a copy of 501(c) (3) Certification.

5. A non-refundable administrative processing fee of $100 shall be required with the application.

6. A notice of anticipated fees, exclusive of catering, will be furnished to the client a minimum of 15 days prior to the event.

7. Five (5) business days prior to the event, a down payment of 50% of the anticipated fee shall be paid.

8. An invoice inclusive of the balance for all fees for goods and services, excluding catering fees, will be furnished to the client within 60 days after the event.

9. The College requires five business days' notice in the event the applicant wishes to cancel its use of a college facility. The College reserves the right to charge the organization for any costs incurred up to that point, or for other costs incurred as a result of insufficient notice.

10. The College reserves the right to delay opening or close in the event of inclement weather or other unexpected emergency. Clients can access relevant information via:

    Bergen Community College Emergency Closing Information

    - Bergen Community College Web site: www.bergen.edu
    - Bergen Community College main telephone number: (201) 447-7100
    - Bergen Community College Facebook page: www.facebook.com/bergencommunitycollege

[See Appendices A, B, C, D, E, F, G, and H below]

Appendix Item A

Bergen Community College • 400 Paramus Road, Paramus, New Jersey 07652

APPLICATION FOR COMMUNITY USE OF COLLEGE FACILITIES

→ *Please complete **ALL** items and return with $100 non-refundable administrative processing fee to the* ***Director of Community Affairs, Bergen Community College***

Application is hereby made for use of college facilities as stated below. My signature hereon indicates that I am familiar with the regulations and policy (copy attached) of the Board of Trustees and that my organization agrees to observe said regulations and policy.

Specific Facility	Date	Day	Time From – To	# of persons	Brief description of event

Will there be a **fee/admission** charge? ___Yes ___ No Fee: $_____ For what purpose will this revenue be used?

_____

Will media and/or technical support services be required? ___Yes ___No *If yes, please describe:*

_____

Please briefly describe **room set-up(s)** required

_____

Additional comments:_____

Will **food/beverage service** be required? ___*Yes* ___*No [A suggested College caterer must be used and should be contacted directly by client please see Appendix Items G and H] If Yes, briefly describe.*

_____

Is the organization incorporated on a **non-profit** basis? ___Yes ___No [*Include 501 (c) (3) Certificate*

Does the organization have a written policy attesting to **non-discriminatory practices** in all aspects of its operation? ____Yes ____ No

_____

Name of Organization **Name of Applicant (print)**

_____

Street Address of Organization **Signature of Applicant**

_____

City **State** **Zip** **Telephone of Applicant**

_____

Telephone of Organization (Required) → **Emergency/Cell Phone of Applicant**

Email of Applicant_____ **Date of Application**_____

Appendix Item B

Board of Trustees of Bergen Community College
400 Paramus Road, Paramus, New Jersey 07652

HOLD HARMLESS AGREEMENT AND INSURANCE CERTIFICATE APPLICATION

Complete three copies: One copy to the Director of Community Affairs, Bergen Community College, one copy to Lessee, and one copy to Lessee's insurance agent.

For and in consideration of the renting of _____ at Bergen Community College on

_____ the _____
(month) (day) (year) (name of organization or individual)

covenants and agrees to defend, indemnify and hold harmless the Board of Trustees of Bergen Community College of Paramus, New Jersey, its agents, servants, and administrators from any and all liability, including reasonable attorney's fees, with respect to bodily injury, death, and property damage, arising out of the use of said premises or property.

_____acknowledges and understands that it is using the
(name of organization or individual)
aforementioned facility located at Bergen Community College as a result of (his/her/its) request, and

accordingly _____recognizes and acknowledges
(name of organization or individual)
that (he/she/it) assumes the responsibility for any and all liability, including reasonable attorneys' fees with respect to bodily injury, death and property damage arising out of the use of said premises or property.

Name: _____
(print or type)

Title: _____

Organization: _____

Address: _____
_____

Signature: _____
(Organization Officer)

Date: _____

Insurance Agent:

The use of Bergen Community College facilities by the aforementioned organization is contingent on a Certificate of Insurance on file with the Director of Community Affairs: Bergen Community College, 400 Paramus Road, Paramus, NJ 07652 PRIOR TO the date of use.

The Certificate of insurance must indicate the following:

Commercial General Liability coverage of not less than $ 1,000,000 Per Occurrence, with Bergen Community College named as an Additional Insured.

Bergen Community College • 400 Paramus Road, Paramus, New Jersey 07652

APPLICATION FOR COMMUNITY USE OF COLLEGE FACILITIES

Conduct and Compliance for the Gallery Area (West Hall):

1. All requests for use of the Art Display Area must be submitted to the Director of Community Affairs for approval.

2. Hanging materials must be supplied by the applicant.

3. Applicant is required to use the services of a professional gallery hanger for installation and removal of an exhibit.

4. Cocktail parties and banquets may be held in the art gallery area in connection with an exhibit with prior specific written approval.

5. All exhibits must be monitored by gallery watchers (can be students).

6. A rider to the College's insurance policy must be added to cover the value of significant or original artwork.

Name of Organization_____

Signature of Applicant _____

Date_____

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Appendix Item D

Bergen Community College • 400 Paramus Road, Paramus, New Jersey 07652

APPLICATION FOR COMMUNITY USE OF COLLEGE FACILITIES

Conduct and Compliance for the ***Gymnasium and Pool Areas:***

1. All requests for use of the gymnasium and pool areas must be submitted to the Director of Community Affairs for approval.
2. Applications for use must be accompanied by current certificate of insurance, updated copies of Lifeguard and CPR/First Aid certifications, and all other required paperwork. No event will be permitted to take place unless all required documentation is on file with both the Director of Community Affairs and the responsible Athletic Faculty Member. The College recognizes the following certification agencies: The American Red Cross, The American Heart Association, and the YMCA.
3. All requests from groups (high schools, swim clubs, the YMCA, New Jersey Red Wave, etc…) that use the gymnasium or pool areas on an ongoing regularly scheduled basis, during the fall/spring and or summer, must submit two copies of their schedule, in a monthly calendar format, to the Director of Community Affairs and to the responsible Athletic Faculty Member by September 1st of each year. Calendar submission does not equate to approval of facility use. Once approved you will receive a written confirmation.
4. Fees may be charged for a Certified Pool Operator, HVAC, Custodial and other services specific to the use of the gymnasium or pool areas.
5. All groups must supply their own first aid kit and have a Certified CPR/First Aid Person present at the event.
6. Groups are responsible to provide emergency services when required and should have access to a cell phone for emergencies.
7. The College Nurse is not authorized to provide medical service for non-students.
8. Groups using the pool are responsible for providing an adequate number of lifeguards. (1 guard to 20 children)
9. Swimmers are required to have street clothing available in the pool area so that swimmers can go directly outside in case of emergency.
10. No driving of children from the parking lot to the gym doors is permitted.
11. Adult supervision of children must be provided by the group using the facility at all times. This includes, but is not limited to the pool area, hallways, lobby areas, locker rooms and outside areas.
12. The group must notify Public Safety at extension #6 or 201-447-9200 or 201-447-7116 when the pool is to be vacated. A group representative must wait for Public Safety to lock the pool doors before leaving.
13. No food or beverages are permitted in the gymnasium or pool area.
14. Groups are to dispose of all trash before leaving the area.
15. Swimmers using the pool are to use the pool restroom/locker room, not the hall restrooms.
16. Children are not to sit or climb on Mylar rolls in hall lobby areas.

Name of Organization _____

Signature of Applicant _____

Date _____

Bergen Community College • 400 Paramus Road, Paramus, New Jersey 07652

APPLICATION FOR COMMUNITY USE OF COLLEGE FACILITIES

*Conduct and Compliance for **Dry Lease of Simulator Facility**:*

1. **Application for Use:**
   a. The Simulator Facility will only be dry leased to Certified Flight Instructors (Lessee) who have been approved by a Bergen Community College approved instructor or its authorized agents.
   b. Lessee is required to complete simulator specific training by a Bergen Community College authorized instructor or its authorized agent as a pre-condition to use these facilities.
   c. Lessee agrees to follow all operating procedures and checklists including, but not limited to, proper system start-up and shut down, appropriate use of simulator computing resources, and simulator logbook requirements.
   d. To learn how to become a qualified Lessee of the Simulator Facility contact the Director of Community Affairs 201-689-7629 or The Division of Continuing Education 201-447-7488.
   e. No application for dry lease will be officially considered until the Lessee is approved by Bergen Community College ~~and/~~or its authorized agents.
   f. Lessee is required to provide a valid Photo ID that is either a valid current US Driver's License or a valid current US Passport to be on file.

2. **Disposition of Dry Lease and/or Dry Lease Application:**
   a. The Director of Community Affairs or the Bergen Community College's authorized agent shall be authorized to suspend the permission of the application at any time it appears that the regulations agreed upon are not followed. Reinstatement shall be made only after a review of the application by the President or the Board of Trustees.
   b. This Simulator Dry Lease shall have a duration period of six months from the date affixed to the Hold Harmless Agreement below.
   c. Upon execution of each sixth month Simulator Facility Dry Lease, the Lessee is required to complete recurrent simulator specific training to be provided by a Bergen Community College authorized instructor or its authorized agent at no fee to the Lessee.

3. **Facilities Regulations:**
   a. Certified Flight Instructor must be present during the time the Simulator Facility is in use by them or their clients.
   b. No food, drink, gum, animals, or any hazardous materials are permitted in the Simulator Facility or the Simulators.
   c. No decorations or signage of any kind is permitted to be brought into the Simulator Facility by Lessees or their clients.
   d. All College rules and regulations must be adhered to.

4. **SCHEDULING, CANCELLATION & NO SHOW POLICY:**
   a. Simulator Facility reservations will be made by the Certified Flight Instructor through the approved web-based online scheduling system.
   b. Simulator Facility usage fees are based on the time the Simulator Facility is used by the Lessee as determined by the sign-in and sign-out times, NOT Hobbs time.
   c. Simulator Facility use time will be invoiced accordingly.
   d. To provide for mandated start-up and shut down procedures of each Simulator, each reservation will include an additional 20-minute window at no fee to the Lessee.
   e. Simulators reservations may extend beyond their scheduled time only if no other subsequent reservations are scheduled.

5. **Liability and Release and Hold Harmless:**
   a. Lessee agrees to assume liability limited to the repair or replacement of any damaged Simulator components caused by Lessee and/or their client(s) above and beyond normal wear and tear.

b. Lessee covenants and agrees to hold Bergen Community College of Paramus, NJ, its Board of Trustees, agents, servants, and administrators from any and all liability arising out of the use of said premises or property.

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DRY LEASE SIMULATOR FACILITY
RELEASE AND HOLD HARMLESS AGREEMENT

A copy of must be kept on file for each Lessee.
If the Lessee is an organization and not an individual, each individual using the facility shall sign a Release and Hold Harmless Agreement to be kept on file.

For and in consideration of the renting of the Aviation Simulator Facility at Bergen Community College _____ covenants and agrees to save and hold harmless the Board
(Lessee)
of Trustees of Bergen Community College of Paramus, New Jersey, its agents, servants, and administrators from any and all liability arising out of the use of said premises or property.
"_____hereby releases Bergen Community College, its Board, employees,
(Lessee)
agents, servants and administrators from any claim, injury or damage sustained by _____
(Lessee)
arising out of use of the Aviation Simulator Facility." _____ acknowledges
(Lessee)
and understands that it is using the aforementioned facility located at Bergen Community College as a result of its request and accordingly _____ recognizes and acknowledges
(Lessee)
that they assume the responsibility for any and all injuries or liability arising out of the use of said premises or property.

Name: _____
(print or type)
Title: _____

Organization:_____

Address: _____

_____

_____

Phone: _____

Signature: _____ Date: _____

6. ASSIGNMENT:

a. This Simulator Facility Dry Lease may not be transferred or assigned to other parties.

ACCEPTED AND AGREED TO:

Lessee	Director of Community Affairs
_____	_____
Date	Date

Bergen Community College • 400 Paramus Road, Paramus, New Jersey 07652

APPLICATION FOR COMMUNITY USE OF COLLEGE FACILITIES

Friends of Bergen Gift-in-Kind:

The College recognizes the need to support organizations, whether incorporated on a for-profit or non-profit basis, public or private, who are non-discriminatory and whose purposes are consistent with the mission of the College and the public interest. The College may consider a *Friends of Bergen Gift-in-Kind* co-branding recognition in lieu of facility rental fee for approved applicants when College facilities are not in use for academic purposes and when we are able to make our facilities and support services available. The following are the requirements for consideration of *Friends of Bergen Gift-in-Kind* recognition:

- Applicant will share event attendee demographic and registration information with the College including name, email, and street address. Bergen Community College and the Bergen Community College Foundation may use the registration information shared, as appropriate, for its own analytical and promotional purposes. We will not sell, share, or send the information shared. We may disclose information shared in connection with law enforcement, fraud prevention, or other legal action: as required by law or regulation.
- Applicant will broadcast a "Welcome to Bergen" video at the start of their program.
- Applicant must display official Bergen Community College logo (BCC) on all event specific printed materials (including handouts, literature, brochures, filers, postcards, mailers, etc.). The BCC logo must be in the approved format and color as specified in the BCC branding standards.
- Applicant must provide a copy of all of the above items for review and approval by the BCC Office of Public Relations prior to distribution. No advertisement or notification of the event may be made without the prior approval of the Office of Public Relations.
- Applicant must display BCC banners at prominent locations during the full course of the event.
- Applicant must provide verbal recognition of BCC during the event.
- Applicant must include a welcome statement by a designated representative of the College on the event agenda.
- Applicant must agree to the placement of a BCC recruitment information table or other collateral materials at a prominent location during the full course of the event.
- Other items as negotiated between the College and the applicant.

If it is determined to be in the best interest of the College, the Director of Community Affairs may recommend for approval a *Friends of Bergen Gift-in-Kind* recognition in lieu of facility rental fee to the College President. The College President or their designee must provide final approval of the rental fee waiver.

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Appendix Item G

Bergen Community College • 400 Paramus Road, Paramus, New Jersey 07652
APPLICATION FOR COMMUNITY USE OF COLLEGE FACILITIES

Food Service –Meadowlands Conference Center:

The College's contracted food vendor or other approved professional caterers may provide food and/or beverage service for events held in the Meadowlands Conference Center (Conference Center). Payment for all food and/or beverage service will be with outside, direct billing. Menus and price lists are available for review please request.

Each caterer approved to use the Conference Center Kitchenette (Kitchenette) for food service must have a current Hold Harmless and Certificate of Insurance on file with the Director of Community Affairs. The Hold Harmless is effective for a period of one year starting January 1 and ending December 31. It is the responsibility of the caterer to provide the current Certificate of Insurance, as described below, to the Director of Community Affairs. Failure to have current documentation on file will result with loss of approved caterer status.

Alcoholic beverages are prohibited on campus except in designated areas with prior specific written approval.

Cooking is not permitted on campus. All food preparation is to be complete before arrival on campus. Caterers are responsible for following all Bergen County Health Services food regulations. Caterers shall maintain the Kitchenette and all food and beverage set-up and service areas in a clean and orderly fashion.

Within twenty-four hours prior to the event the Caterer or their designee will conduct a walk through inspection of the Kitchenette with the Facilities Manager or their designee at which time Caterer will sign off that the room and equipment listed below are in good clean working order and that they are familiar with their proper operation.

Caterer will be granted access to the Conference Center one hour prior to event for set-up. In the case of an early morning event, access may be given at 6:00pm the evening before provided the Conference Center is not in use by others.

Within one-hour post-event, all food items must be discarded into the garbage bins provided by the College. Kitchenette sinks are to be clean and the floor broom swept. The Conference Center is to be clean and litter free of catering supplies and refuse. The College is not responsible for supplies and equipment left behind.

Within twenty-four hours post event, the Facilities Manager or their designee will conduct a walk through inspection of the Kitchenette with the Caterer or their designee at which time they will sign-off that the room and equipment are in good clean working order.

Board of Trustees of Bergen Community College
400 Paramus Road, Paramus, New Jersey 07652

Caterer: Release, Hold Harmless, and Certificate of Insurance

Complete three copies: One copy to the Director of Community Affairs, Bergen Community College, one copy to Caterer, and one copy to Caterer's insurance agent.

For and in consideration of permission to use of the Meadowlands Conference Center Fifth Floor Kitchenette at Bergen Community College for calendar year

_____ the _____
(year) *(name of organization or individual)*
covenants and agrees to save and hold harmless the Board of Trustees of Bergen Community College of Paramus, New Jersey, its agents, servants, and administrators from any and all liability arising out of the use of said premises or property. The _____acknowledges
(name of organization or individual)
and understands that it is using the aforementioned facility located at Bergen Community College as a result of its request and accordingly the _____recognizes
(name of organization or individual)
and acknowledges that (it) (they) assume the responsibility for any and all injuries or liability arising out of the use of said premises or property.

Name: _____
(print or type)
Title: _____

Organization: _____

Address: _____
_____

Signature: _____
(Organization Officer)
Date: _____

Insurance Agent:

The use of Bergen Community College facilities by the aforementioned organization is contingent on a Certificate of Insurance on file with the Director of Community Affairs: Bergen Community College, 400 Paramus Road, Paramus, NJ 07652 PRIOR TO the date of first use.

The organization named above is responsible for maintaining the current Certificate of Insurance on file with Director of Community Affairs: Bergen Community College.

The Certificate of insurance must indicate the following:

Commercial General Liability coverage of not less than $ 1,000,000 Per Occurrence, with Bergen Community College named as an Additional Insured.

Bergen Community College
400 Paramus Road
Paramus, New Jersey 07652

APPLICATION FOR COMMUNITY USE OF COLLEGE FACILITIES

Caterer: Meadowlands Conference Center Fifth Floor Kitchenette and Equipment Checklist

By initialing Pre-event Inspection below, Caterer or their designee, acknowledges each item is in good clean working order and they are familiar with its proper operation.

By initialing Post-event Inspection, Facilities Manager or their designee acknowledges each item is returned in good clean working order.

ITEM	PRE-EVENT INSPECTION	POST-EVENT INSPECITON
1. Kitchenette floors and prep areas	_____	_____
2. Manitowoc ice machine	_____	_____
3. Fetco Dual coffee machine	_____	_____
4. Kitchen Aid gas range	_____	_____
5. Champion dishwasher	_____	_____
6. Hoshizaki under counter freezer	_____	_____
7. Amana microwave	_____	_____
8. Continental upright refrigerator	_____	_____
9. FEW heated holding cabinet	_____	_____
10. Turbo Chef rapid cook oven	_____	_____