



STATE OF CONNECTICUT
Department of Emergency Services and Public Protection
Commission on Fire Prevention and Control
OFFICE OF STATE FIRE ADMINISTRATION



TEL: (860) 627-6363

34 PERIMETER RD. WINDSOR LOCKS, CONNECTICUT 06096

Jeffrey J. Morrissette
 State Fire Administrator

**APPLICATION FOR USE OF
 CONNECTICUT FIRE ACADEMY (CFA) FACILITY**

All requested information must be provided in full to assure timely processing of the application. Please read carefully the form titled "AGREEMENT FOR USE OF CFA FACILITIES" and the attached Schedules "A" and "B". Mail email or fax the signed Agreement and Application (pages 1, 2, 4 &5) to the Commission on Fire Prevention and Control, 34 Perimeter Road, Windsor Locks, CT 06096.

Name/AgencyName: _____

Address: _____

Purpose of Function: _____

Requested Date of Function and Hours Facilities Would be Used: _____

Approximate Number of People Attending: _____

Contact Person: _____

Phone: _____ Fax: _____

Daytime Phone Number (if different from above): _____

E-mail Address: _____

Billing Address: (if different from above) _____

Please Note: Employees of the Commission on Fire Prevention and Control cannot accept any gifts or gratuities from you or your organization for the help that they provide for your event.

**APPLICATION FOR USE OF
CONNECTICUT FIRE ACADEMY (CFA) FACILITIES**

PLEASE CHECK ALL ITEMS APPLICABLE TO THIS REQUEST:

<u>Type of Function:</u>			
	Meeting/Conference		Breakfast
	Reception/Awards Presentation		Luncheon
	Training Seminar		Dinner
	Other-Please describe below		

<u>Requested Location:</u>			
	Single Classroom		Auditorium (105 seats)
	Double Classroom		Training Pool
	Small Conference Room		Multipurpose Room
	Commission Conference Room		Other

<u>Parking Facilities:</u>			
	CFA Parking Lot (rear)		

<u>Miscellaneous:</u> Please indicate below the number of any of the indicated items that will be needed			
	6ft folding tables		Easels
	Standing podium		Flip Charts
	Table-top podium		Extension cords

<u>Audio Visual Equipment:</u>			
	Multi-media projector		Microphones-podium
	Multi-media/DVD/VCR		Slide projector
	Screen		Overhead projector

SCHEDULE A

**DESCRIPTION AND COST OF FACILITIES AND EQUIPMENT
AVAILABLE FOR PUBLIC USE**

Facilities Available for Use

<u>Facility Rooms</u>	<u>Rental Fee - Private Sector</u>
Double Classroom (32 seats)	\$300.00
Commission Conference Room (20 seats)	\$350.00
Auditorium (105 seats)	\$500.00
Training Pool	\$250.00

Note: Each Classroom is equipped with a white board, computer/projector sync connection and a screen. At the end of the day all electronic equipment must be shut off and the white boards erased and cleaned.

Note: Other specialized audiovisual equipment available upon request.

Computer/Internet Capability: Organizations are welcome to bring and use their own computer(s) and projectors. While dedicated audiovisual tables are not available in each classroom, the tables provided can be used. Your Coordinator can assist with securing power for your devices. Complimentary Wireless Internet Access is provided in the facility.

Additional Services Available

Easel Pads	\$15.00 each
Use of Agency Copy Machine	\$.25 per copy
Use of Agency Fax Machine	\$10.00 per day

Lodging at the Academy

Lodging is available at the Connecticut Fire Academy on a first come served basis for participants confirmed in a training program. It is available on a first-come, first-served basis with a minimum 72 hour advanced reservation. Each room is single occupancy with private bath. For reservations call (860) 627-6363 Ext. 421

<u>Lodging Single Occupancy</u>	<u>Fee</u>
Government/Municipal (In-State)	\$20.00
Private Business/Industry (Out-of-State)	\$30.00

SCHEDULE B

GUIDELINES AND RULES RELATING TO USE OF CONNECTICUT FIRE ACADEMY (CFA) FACILITY

The following represent the rules established by the Commission on Fire Prevention and Control relating to the use of CFA facilities.

1. The public business hours of the CFA are 8:00 AM to 4:30 PM, Monday through Friday (holidays excepted). After-hours functions are defined as those that take place after 4:30 PM, Monday through Friday, and at any time on Saturdays, Sundays or state holidays.
2. Any person or organization receiving permission to serve food and/or beverages at a special function is requested to arrange for the purchase and service of such food and/or beverages with the contract operator of the CFA cafeteria at least 10 days prior to the function. For catering information, contact **Lessings Food Service Management** Catering Manager, Chip at 860-627-6363 Ext. 248 or cloree@lessings.com **Email is best.**

Note: In the event that such arrangements cannot be worked out on a mutually satisfactory basis, a private caterer may be used under conditions specified in #3 and #5.

3. The service of food and/or beverages is limited to the Multi-purpose room. Food and or beverage is not allowed in any classrooms, auditorium, pool or conference room at the Fire Academy.
4. Specialized audio-visual equipment is available for a fee and should be reserved at the time the meeting room is scheduled.
5. Only the CFA food service contractor may use the CFA kitchen facilities. Approved outside caterers must accept full responsibility for complete clean-up of the area used and for prompt removal of all trash from the premises.
6. No furniture may be placed in classroom hallways without the permission of facility management.
7. Smoking is not allowed in any portion of the building or in front of the Administration building. Smoking outdoors in designated locations only.
8. **Insurance Requirement:** Private groups or organizations that are granted use of the CFA facilities must provide the Commission on Fire Prevention and Control with proof of Commercial General Liability coverage: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. Coverage shall include, Premises and Operations, Independent Contractors, Products and Completed Operations, Contractual Liability and Broad Form Property Damage coverage. Higher limits may be necessary for more hazardous exposures. The Department of Emergency Services and Public Protection / Commission on Fire Prevention and Control as an additional insured.
9. Hold Harmless and Indemnification Agreement: The contracting party must submit a Hold Harmless and Indemnification Agreement prior to their scheduled event.

Your cooperation in helping us maintain and preserve the CFA Facility is greatly appreciated.

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AGREEMENT FOR USE OF CONNECTICUT FIRE ACADEMY FACILITY

(_____) agrees to:
Printed Name of Organization

1. Comply with the rules, guidelines and restrictions relating to use of the Connecticut Fire Academy facilities as indicated in Schedule "B".
2. Provide the Commission on Fire Prevention and Control, in advance of the date of the function, with: a) proof of liability insurance coverage as indicated in # 8 of the attached Schedule "B".
3. Be responsible for any loss or damage to Connecticut Fire Academy facilities or equipment determined to be caused by any representative or guest of the renting organization.
4. Pay for costs of renting the facility and specialized equipment as indicated in Schedule "A". You will be invoiced for costs associated with your use of facility. Payment made payable to the Commission on Fire Prevention and Control.
5. The Contracting Party hereby indemnifies and shall defend and hold harmless the State, its officers and its employees from and against any and all suits, actions, legal or administrative proceedings, claims, demands, damages, liabilities, monetary loss, interest, attorney's fees, costs and expenses of whatsoever kind or nature arising out of the performance of this agreement, including those arising out of injury to or death of Contracting Party's employees or subcontractors, whether arising before, during or after completion of the services hereunder and in any manner directly or indirectly caused, occasioned or contributed to in whole or in part, by reason of any act, omission, fault or negligence of Contracting Party or its employees, agents or subcontractors.

Witnessed By:

Name of Organization

(Representative Name and Title)

By my signature I agree to the terms listed above

Signature

Date _____