



**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**

- 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.
- 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.
- 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.
- User agrees to be bound by all of the rules and regulations of the Law and Public Safety Institute.
- 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.

**\*Contact: Kim Quinones: [kquinones@bergencountynj.gov](mailto:kquinones@bergencountynj.gov)**  
**Contact: Detective Christina Ferencevych: [cferencevych@bcpo.net](mailto:cferencevych@bcpo.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.**

12/01/2025