



REQUEST FOR USE OF MADISON VOLUNTEER AMBULANCE CORPS
ROOM RENTAL

Madison Volunteer Ambulance Corps
29 Prospect St Madison, NJ 07940 973-377-2229

Date _____ Rental Fee \$300

Contact Information

Name _____

Organization (if personal use - N/A) _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email _____

MVAC Liaison _____

Event Information

Type of Event _____ Date _____ Time _____ to _____

Estimated number attending _____

Terms: The Lessee shall be responsible for all persons who attend the function and shall ensure that all persons act in an orderly, responsible and safe manner. The Madison Volunteer Ambulance Corps, reserves the right to terminate this agreement and event, and/or expel any person(s) who are deemed to be unruly, unsafe or violating any term(s) of the contract.

In consideration of leasing the Madison Volunteer Ambulance Corps facilities to the undersigned, the undersigned hereby releases the Madison Volunteer Ambulance Corps, its officers, directors, members, agents and employees from any and all suits, actions, compensation, consequential and punitive damages, any and all property damage, personal injuries, illnesses, death resulting from any occurrence or accident that may occur as a result of or arise out of using the facility. The undersigned hereby agrees to indemnify, defend and hold harmless the Madison Volunteer Ambulance Corps against any such claims brought by any person or entity.

A Certificate of Insurance is required.

I acknowledge that I have read the terms of the agreement, including the rules and regulations, and will abide by them.

Name

Signature

MVAC Representative

Signature

Madison Volunteer Ambulance Corps Use Only

_____ COI Received

_____ Rental Fee Received

Check-in by _____

Checkout by _____

Terms and Conditions for Madison Volunteer Ambulance Corps Room Rental

1. The building is the property of the Madison Volunteer Ambulance Corps, Inc. and is available for lease between the hours of 7am and 11:30pm.
2. Invitees/Participants are not allowed in the ready room or the bay/garage area.
3. No one is permitted on the second floor or basement. Lessee is responsible for enforcing this restriction.
4. All parties acknowledge that this is a designated site to be used in case of an emergency and use of the building may be terminated if an emergency need is declared.
5. No person under the age of 21 may be served alcohol. No alcohol may be sold.
6. No illegal activities or drugs are permitted.
7. No firearms or weapons are permitted.
8. No taping, nailing or thumbtacks can be used in hanging decorations. Masking tape is permitted.
9. If helium balloons are used they must be properly disposed of at the end of the event. No disposable helium tanks may be left at the building.
10. No candles (small birthday cake type permitted) or flammable decorations are allowed.
11. The room is made available on a first come, first served basis. Lessee is responsible for notifying the Madison Volunteer Ambulance Corps of any changes with regard to dates, times, etc. The Madison Volunteer Ambulance Corps requests a 15 day notice regarding cancellation/postponement of an event.
12. Lessee is responsible for insuring that the room, kitchen and first floor bathrooms are neat and clean prior to the close of the event. This includes:
 - a. Floors swept.
 - b. All decorations, signs, tape and items are removed.
 - c. Spills are cleaned up.
 - d. All garbage is bagged and placed in cans (at rear of building).
 - e. All recycling is placed in cans (at rear of building).
 - f. Table tops wiped clean.
 - g. Furniture put back in an orderly manner.
 - h. All windows and doors are closed and locked.
 - i. Kitchen floor and counters wiped/cleaned.
 - j. Lights are turned off.
 - k. Bathroom lights are turned off.
 - l. All supplies and items are removed.
13. Any damage to property must be reported to the Madison Volunteer Ambulance Corps Second Vice President.
14. The refrigerator may be used to store items during the event, but these must be removed after the event ends.
15. No activity may take place in the parking lot or outside of the building.
16. There is no smoking in the building.