

## LETTER OF INTENT / REQUEST FOR USE

*(Location)*

Current Date: \_\_\_\_\_

**Requester:** \_\_\_\_\_

*(Name of Individual or Organization)*

*(Name of Individual who will be signing the agreement)*

**Address:** \_\_\_\_\_

*(Street Address or PO Box)*

*(Title of Individual who will be signing the agreement)*

\_\_\_\_\_

*(City, State zip code)*

**Phone Number:** \_\_\_\_\_

*(Primary)*

*(Secondary)*

**Email:** \_\_\_\_\_

**Event Type/Purpose:**

*(Use reverse or separate sheet if additional space is required.)*

**SEE REVERSE**

**Will Alcohol be at this event?** YES

NO

**If Yes, In what Capacity?:** ALLOWING  SERVING  SELLING

**Date/s of Event:**

**Set Up:**

\_\_\_\_\_

*(From: Time AM or PM)*

\_\_\_\_\_

*(To: Time AM or PM)*

**Event:**

\_\_\_\_\_

*(From: Time AM or PM)*

\_\_\_\_\_

*(To: Time AM or PM)*

**Clean Up:**

\_\_\_\_\_

*(From: Time AM or PM)*

No Later than  
Midnight

\_\_\_\_\_

*(To: Time AM or PM)*

**NOTES:**

\_\_\_\_\_

Approximately how many people will attend: \_\_\_\_\_

Maximum occupancy expected during heaviest use time: \_\_\_\_\_

**Areas of Use: Check all that Apply**

DRILL FLOOR:

CLASSROOM/S:  1  2  3

KITCHEN/S:

OTHER:  \_\_\_\_\_

See Reverse for Additional Information

**COST ESTIMATES:**

Potential Users can obtain a no obligation cost estimate by completing the Letter of Intent and emailing to DMA-Leasing@dma.nj.gov

**SELECTING AND RESERVING A DATE:**

All Requests for Use and Inquiries will be processed by completing this Letter of Intent and emailing to DMA-Leasing@dma.nj.gov. Letters of Intent must be submitted 60 days in advance of intended use.

Use of the Armory will only be granted on a non-interrupt basis to the military mission. If for any reason the facility is required by the military, your use will not be granted.

All Inquiries can be emailed to DMA-Leasing@dma.nj.gov and our team will respond in a timely manner.

**SEA GIRT ONLY:** Letter of Intent must be emailed and submitted to [victoria.lizaire@dma.nj.gov](mailto:victoria.lizaire@dma.nj.gov) (732) 974-4500 Victoria Lizaire

**CONTRACTING FOR USE:**

**A request for use does not guarantee use of the facility.**

Users will be required to enter into a Use Agreement, pay applicable fees and provide a certificate of liability insurance, these **must be fully endorsed and in place at least ten days prior to your event**. Use is granted on a non-interrupt basis to the military mission. If for any reason the facility is required for military use, your use can be canceled

**INSURANCE:**

The User is required to obtain a certificate of liability insurance to support their use. The **insured on the certificate must be the same as the user on the Use Agreement**. The **certificate must specify "The New Jersey Department of Military Affairs and Its' Employees are named as additional insured."** Exact wording is required. Your Use Agreement will identify the levels and types of insurance required to support your intended use. **Do not obtain your insurance until you have been issued your Use Agreement.**

**ADDITIONAL REQUIREMENTS:** Determined on a case by case basis, depending on type of use and occupancy loads. Users may be required to obtain a Lawrence Township Gathering permit. Users will be advised of this requirement and must have the completed permit returned at least ten days prior to the event.

**ADDITIONAL INFORMATION:**

No cooking is allowed on the premises. Use of the kitchen is for warming, staging and clean up only.

**Use time and areas added after use agreement is published will result in additional fees.**