

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: \_\_\_\_\_  
(Date) (From: Time AM or PM) (To: Time AM or PM)

Event: \_\_\_\_\_  
(Date) (From: Time AM or PM) (To: Time AM or PM)

Clean Up: \_\_\_\_\_  
(Date) (From: Time AM or PM) (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:  \_\_\_\_\_

**NLT Midnight**

**See Reverse for Additional Information**

\_\_\_\_\_  
(Signature)

#### COST ESTIMATES:

Potential Users can obtain a no obligation cost estimate by calling (609) 530-6974 or (609) 530-6856.

#### SELECTING AND RESERVING A DATE:

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.

Letters of intent must be submitted 60 days in advance of intended use. Letters of intent can be e-mailed to [elaine.olson-miller@dmava.nj.gov](mailto:elaine.olson-miller@dmava.nj.gov) or [jill.priar@dmava.nj.gov](mailto:jill.priar@dmava.nj.gov).

#### 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 and Veterans 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.

#### 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.