



Robert L. Quinn
Commissioner of Safety

**STATE OF NEW HAMPSHIRE
DEPARTMENT OF SAFETY
Division of Fire Standards and Training
& EMS**

Richard M. Flynn
98 Smokey Bear Blvd, Concord, NH 03305



Deborah A. Pendergast
Director of FSTEMS

FSTEMS Facility Usage Request Form

Name of Requestor _____ Date _____

Agency _____

Address _____

Date(s) Room is Needed: _____

Start Time: _____ End Time _____

(The building opens at 8:00 am and closes at 4:00 pm)

Name of the Training/Meeting _____

Number of Attendees: _____

Room Requested: *(check all that apply)*

Auditorium – capacity: 30

Dorm Rooms 5&6 – capacity: 16

Other _____

Will set-up time be required: Yes No If yes, when: _____

Will there be refreshments: Yes No

****Catering is prohibited at this time. ****

If Wi-Fi is needed, please check in at the reception desk prior to your meeting for access.

***Credentials will be provided for wireless access. Technical support should be sought from your agency's DoIT office. No technical support will be supplied from our agency.*

Will Audio/Visual equipment be needed? Audio Visual

For additional information, please see "Standard In-House Equipment" on the reverse side of this form.

The undersigned agrees to be responsible for the conference room(s) requested above. I agree and understand that if all the provisions on the back of this form are not complied with, the requesting agency and I may not be permitted to use FSTEMS conference rooms, and I may be billed for cleanup or repair costs, or both.

Signature of Requestor

Date

Contact Information: _____

The State of New Hampshire, Department of Safety, Division of Fire Standards and Training & EMS (FSTEMS) is in no way responsible for any personal injuries, property damages, or other liabilities that may be incurred during the use of a conference room, and will be harmless of any such damages.

The requestor is responsible for the cleanliness of the classroom upon conclusion of the event and is responsible for any damage to the facilities and/or contents and fixtures. Any and all damage must be reported to the FSTEMS staff immediately. The requestor will be expected to cover all repairs and replacement cost of any damage to the facility itself and or the contents of such.

- Chairs and tables must be straightened and returned to original position.
- No used materials or trash are to be left in conference rooms.
- All used paper products, bottles and cans must be placed in trash receptacles.
- Left over food must be placed in trash receptacles or taken away. If a caterer is hired, the catering staff must remove all food and containers by the end of the event.
- Smoking is only allowed in the pavilion out back. Smoking is not allowed out front of the building or anywhere else on campus.
- Masks are required to be worn at all times.
- **Due to Covid-19, all surfaces must be wiped down with the supplied disinfectant solution after usage. If you need additional supplies, please contact reception.**

****PLEASE NOTE; unfortunately there is no staff on duty to support any technical needs or issues.**

Standard In-House Equipment:

The following in-house audio visual equipment is available:

Auditorium:

- LCD Projector (wall may be used as a screen)
- Computer
- Audio sound system
- Standing podium with wearable microphone

Classrooms 5 & 6:

- TV displays
- Computer
- Audio
- Standing podium