



## Hunterdon County Educational Services Commission

Administration Office

51 Sawmill Road

Lebanon, New Jersey 08833

Phone: 908-439-4280 Fax: 908-439-2270

Corinne Steinmetz, SBA/Board Secretary

To Whom It May Concern:

Thank you for your interest in utilizing one of the Hunterdon County Educational Services Commission's facilities. It would be our pleasure to assist your organization in the procedures for utilizing our locations.

The first thing your organization needs to do is complete the Facilities Usage Form attached and return it to the location of your request. This can be completed by email or dropped off to the campus.

After the Facilities Usage form is completed, the Board Secretary will have the HCESC Board of Education review and approve the request. You will then be notified of approval and any costs associated with rental of the space. **In the past your organization may not have been charged but starting July 1, 2009 any/all groups must submit the forms and should anticipate the HCESC Board of Education rates will be charged.**

The current Board approved rates for space rental is:

ORGANIZATION TYPE	RATE/Sq Ft		Gym / hour	
Governmental Agencies	\$	20.00*	\$	35.00*
Nonprofit Organizations	\$	25.00*	\$	35.00*
Business Entities	\$	30.00*	\$	50.00*

\*There may be additional costs associated if a maintenance staff member is requested or work schedules can not be altered to include your requested dates.

If you have any questions, please do not hesitate to call 908-439-4280 x 4501.

Sincerely,

Corinne Steinmetz  
Board Secretary