

Section IV Duration of Intended Use		Section V Estimated Number of Attendees	
From (MM / DD / YYYY)	To (MM / DD / YYYY)	Adults:	Minors:
Section VI	Food and Beverage (Name, address and contact information of caterer is required)	Section VII	Alcohol (A Caterer's Permit must be submitted to the NYS Liquor Authority and approved 30 days prior to event). The application for the acquisition of all alcohol permits must first be approved by the Vice President for Administration.

Section VIII Applicant Affirmation / Certification

Application is hereby made by the undersigned for the issuance of a temporary, revocable permit. I understand and agree that permits are revocable unilaterally by the SUNY College of Environmental Science and Forestry (the College). Therefore, I understand and agree that if granted a permit: I will abide by the terms and conditions specified by the College; I will maintain all installations so permitted subject to the risk of having to relocate or remove such installations at my sole expense, in accordance with the directions of the College; I am responsible to reimburse the College for any expenses incurred by the College as a result of such permit; and I am solely responsible for obtaining other consents or permits that may be necessary to accomplish the purposes of such permit.

I affirm and certify that all information provided to the College, whether written or verbal, including, but not limited to, this Application and any accompanying forms and supporting documents, is complete, true and accurate to the best of my knowledge or belief. False statements made herein are punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal Law.

Dated this _____ day of _____, 20_____

Print Name of Applicant

Signature

Title (if applicable)

Section IX Submit Application and Required Fees to the Appropriate College Representative		
<u>REGION</u>	<u>PROPERTIES</u>	<u>CONTACT</u>
Syracuse	Main Campus	Special Events Coordinator SUNY-ESF 108 B Physical Plant 1 Forestry Drive Syracuse, NY 13210 Phone: 315-470-6889 Fax: 315-470-6957
Adirondack	Wanakena – Dubuar Forest Cranberry Lake – Pack Experimental Forest Newcomb – Huntington Forest Warrensburg – Pack Demonstration Forest Governors Island / TIBS	Adirondack Forest Property Manager SUNY-ESF Adirondack Ecological Center 6312 State Route 28N Newcomb, NY 12852 Phone: 518-582-4551 x105 Fax: 518-582-2181
Southern	Tully – Heiberg Forest Tully – Tully Field Station Syracuse – Lafayette Road Experiment Station	Southern Forest Property Manager SUNY-ESF P.O. Box 392 Tully, NY 13159 - 0392 Phone: 315-696-5541 Fax: 315-696-5629

INSTRUCTIONS AND FEES

INSTRUCTIONS:

- 1) Applicant’s name, address and contact information must be printed clearly or typed. If the applicant is a corporation, the organization’s Federal ID number should be included.
- 2) A description of the intended use of the College Facility, including a description of any equipment to be used by the applicant, must be included. Use extra sheets if necessary.
- 3) Estimated start and end date of use of the State land/facility must be provided.
- 4) Applicant must sign and date the application.
- 5) A non-refundable application fee in the form of a check or money order in the amount of fifty dollars (\$50) made payable to SUNY-ESF must accompany the application.
- 6) Proof of liability insurance with limits of \$1,000,000/2,000,000 must be provided to the Authorized College Representative. The evidence of liability insurance coverage must indicate that SUNY-ESF and the State of New York are listed as additional insured. Acceptable proof shall consist of an ACORD 25 to show the amount and type of coverage **AND A COPY OF THE ENDORSEMENT THAT IS ADDED TO THE POLICY WHICH SHOWS THE COLLEGE AS AN ADDITIONAL INSURED**. The College Representative may require a performance guarantee and if required, will notify the applicant of the amount of coverage required.
- 7) If the application is approved, you will receive a Temporary, Revocable Permit for the use of SUNY-ESF facilities, a copy of which must be signed by the organizations authorized representative and returned prior to the event date.
- 8) The applicant shall file a signed application form, a sketch map showing the location of the activity (if required), the certificate of insurance, and a copy of the policy endorsement, performance bond (if required) and the fee with the College Representative as part of the application package.

A COMPLETED APPLICATION PACKET MUST INCLUDE:

- 1) Application for Use of College Facilities – Pages 1 - 2
- 2) Certificate of Liability Insurance **AND** Copy of policy endorsement identifying SUNY-ESF as an ADDITIONAL INSURED
- 3) Non-refundable Application Fee (if applicable)
- 4) Any required supporting documents

SUPPORTING DOCUMENTS: Supporting documents may be required. The College Representative for the Region in which you are applying for a Revocable Permit should be contacted to determine what additional supporting documents will be required.

FEES:

Application Fee (\$50)
Usage Fees will be determined upon receipt of application
All fees are due prior to event date

MAKE CHECKS PAYABLE TO: “SUNY – ESF”

Please be sure to include all required forms and any required supporting documents.
These items must accompany this Application for processing.

Application Fee	\$	
Usage Fee	\$	
Other.....	\$	
Total Fees:	\$	

Submit forms, fees and information to appropriate College Representative address listed in Section IX.