

State University of New York College of Environmental Science and Forestry

For Official Use Only

Application No.

APPLICATION FOR USE OF COLLEGE FACILITIES

INSTRUCTIONS:

Applicant: Please print or type. Read and complete Sections I through VII and certify in Section VIII. Forward application package to the College Representative noted in Section IX along with application fee and proof of insurance. See detailed instructions on Page 3 of this form prior to submitting application to ensure application package is complete.

NOTE: If application is to conduct research on SUNY-ESF properties, applicant MUST append a completed Research Use Application.

(Chack ana)	Applicant Identification Inf		Utility	K-12 Educational Institution
(Check one)	Business/Corporation	Municipality☐ Public Agency	Not for Profit	College / University
Organization N				Federal ID No. (for Corporations)
Street Address				P.O. Box
Town/Village/0	City	State / Province	e	ZIP/Postal Code
E-mail Address	3			
Contact Persor	n Name	Telephone No.	Ext.	Fax No.
Name and Title	e of Person Authorized to Sign for Or	ganization		
Section II	Facility Identification Inform	mation		
Section ii	REGIONAL CAMPUSES		ELD STATIONS	SYRACUSE CAMPUS
□ Dubuar For	rest – Wanakena Campus	Governors I		Gateway Center
_	rest – Tully Campus		oad Experiment Station	Marshall Hall
_	n Forest – Newcomb Campus	Tully Field S		Moon Library
_	imental Forest – Cranberry Lake Cam		reaction	Other
	onstration Forest – Warrensburg Cam	•		Other
	The state of the s	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
Section III	Description of Intended Us	• (nlease describe in de	atail your intended use - a	 uttach additional sheet(s) if necessary)
occuon m	Description of intended 03	c (please describe in de	tan your intended use - a	ictach additional sheet(s) il fiecessary)

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Section IV	Duration of		Section V	Estimated Number of Attendees
rom (MM / DI	D / YYYY)	To (MM / DD / YYYY)	Adults:	Minors:
		everage (Name, address and		Alcohol (A Caterer's Permit must be submitted to
action VI	contact inform	ation of caterer is required)	Section VII	the NYS Liquor Authority and approved 30 days prior
Section VI			Section vii	to event). The application for the acquisition of all alcohol permits must first be approved by the Vice
				President for Administration.
				Tresident for Administration.
ection VIII	Applicant Af	ffirmation / Certification		
nnlication is h	oroby made by th	an undersigned for the issuance of	a tomporary royo	able permit. I understand and agree that permits are
eimburse the consents or pe affirm and cerny accompany	College for any ex rmits that may be tify that all inforn ying forms and su	epenses incurred by the College as a necessary to accomplish the purpo nation provided to the College, who	a result of such per oses of such permit ether written or ve rue and accurate to	rbal, including, but not limited to, this Application and o the best of my knowledge or belief. False statements
Dated this _	day o	of, 20		Print Name of Applicant
Dated this _	day c	of, 20		Print Name of Applicant Title (if applicable)
				Title (if applicable)
		Signature		Title (if applicable)
	Submit App	Signature lication and Required Fees to PROPERTIES		Title (if applicable) ate College Representative CONTACT
	Submit App	Signature lication and Required Fees to		Title (if applicable) ate College Representative CONTACT Special Events Coordinator
	Submit App	Signature lication and Required Fees to PROPERTIES		Title (if applicable) ate College Representative CONTACT Special Events Coordinator SUNY-ESF
	Submit App	Signature lication and Required Fees to PROPERTIES		Title (if applicable) Ate College Representative CONTACT Special Events Coordinator SUNY-ESF 108 B Physical Plant
	Submit App	Signature lication and Required Fees to PROPERTIES		Title (if applicable) ate College Representative CONTACT Special Events Coordinator SUNY-ESF
	Submit App	Signature lication and Required Fees to PROPERTIES		Title (if applicable) Ate College Representative CONTACT Special Events Coordinator SUNY-ESF 108 B Physical Plant 1 Forestry Drive
	Submit App	Signature lication and Required Fees to PROPERTIES		Title (if applicable) Atte College Representative CONTACT Special Events Coordinator SUNY-ESF 108 B Physical Plant 1 Forestry Drive Syracuse, NY 13210
	Submit Appl REGION Syracuse	Signature lication and Required Fees to PROPERTIES Main Campus	o the Appropria	Title (if applicable) Atte College Representative CONTACT Special Events Coordinator SUNY-ESF 108 B Physical Plant 1 Forestry Drive Syracuse, NY 13210 Phone: 315-470-6889 Fax: 315-470-6957
	Submit Appl REGION Syracuse	Signature Iication and Required Fees to PROPERTIES Main Campus Wanakena – Dubuar Forest Cranberry Lake – Pack Experin Newcomb – Huntington Fores	o the Appropria	Title (if applicable) Atte College Representative CONTACT Special Events Coordinator SUNY-ESF 108 B Physical Plant 1 Forestry Drive Syracuse, NY 13210 Phone: 315-470-6889 Fax: 315-470-6957 Adirondack Forest Property Manager
	Submit Appl REGION Syracuse	Signature Iication and Required Fees to PROPERTIES Main Campus Wanakena – Dubuar Forest Cranberry Lake – Pack Experin Newcomb – Huntington Fores Warrensburg – Pack Demonst	o the Appropria	Title (if applicable) Ate College Representative CONTACT Special Events Coordinator SUNY-ESF 108 B Physical Plant 1 Forestry Drive Syracuse, NY 13210 Phone: 315-470-6889 Fax: 315-470-6957 Adirondack Forest Property Manager SUNY-ESF Adirondack Ecological Center 6312 State Route 28N
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Dated this _	Submit Appl REGION Syracuse	Signature Iication and Required Fees to PROPERTIES Main Campus Wanakena – Dubuar Forest Cranberry Lake – Pack Experin Newcomb – Huntington Fores Warrensburg – Pack Demonst	o the Appropria	Title (if applicable) Ate College Representative CONTACT Special Events Coordinator SUNY-ESF 108 B Physical Plant 1 Forestry Drive Syracuse, NY 13210 Phone: 315-470-6889 Fax: 315-470-6957 Adirondack Forest Property Manager SUNY-ESF Adirondack Ecological Center 6312 State Route 28N
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	Submit App REGION Syracuse Adirondack	Signature Ilication and Required Fees to PROPERTIES Main Campus Wanakena – Dubuar Forest Cranberry Lake – Pack Experin Newcomb – Huntington Fores Warrensburg – Pack Demonst Governors Island / TIBS Tully – Heiberg Forest Tully – Tully Field Station	o the Appropria	Title (if applicable) Ate College Representative CONTACT Special Events Coordinator SUNY-ESF 108 B Physical Plant 1 Forestry Drive Syracuse, NY 13210 Phone: 315-470-6889 Fax: 315-470-6957 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
	Submit App REGION Syracuse Adirondack	Signature Ilication and Required Fees to PROPERTIES Main Campus Wanakena – Dubuar Forest Cranberry Lake – Pack Experin Newcomb – Huntington Fores Warrensburg – Pack Demonst Governors Island / TIBS Tully – Heiberg Forest	o the Appropria	Title (if applicable) Ate College Representative CONTACT Special Events Coordinator SUNY-ESF 108 B Physical Plant 1 Forestry Drive Syracuse, NY 13210 Phone: 315-470-6889 Fax: 315-470-6957 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 Forest Property Manager SUNY-ESF P.O. Box 392
	Submit App REGION Syracuse Adirondack	Signature Ilication and Required Fees to PROPERTIES Main Campus Wanakena – Dubuar Forest Cranberry Lake – Pack Experin Newcomb – Huntington Fores Warrensburg – Pack Demonst Governors Island / TIBS Tully – Heiberg Forest Tully – Tully Field Station	o the Appropria	Title (if applicable) Ate College Representative CONTACT Special Events Coordinator SUNY-ESF 108 B Physical Plant 1 Forestry Drive Syracuse, NY 13210 Phone: 315-470-6889 Fax: 315-470-6957 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 Forest Property Manager SUNY-ESF

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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 <u>must</u> indicate that SUNY-ESF and the State of New York are listed as <u>additional insured</u>. 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.

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

Please be sure to include all required forms and any required supporting documents.

These items must accompany this Application for processing.

MAKE CHECKS PAYABLE TO: "SUNY - ESF"

Application Fee	\$	
Usage Fee	\$	
OtherTotal Fees:	\$ \$	

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

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