



# APPLICATION FOR NON-COMMERCIAL USE OF UNIVERSITY FACILITIES

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Organizer: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Name/title of Authorized Representative for Permit: \_\_\_\_\_

Event type:            ESC Sponsored            Non-ESC Sponsored            Estimated Attendance: \_\_\_\_\_

Location requested:            Saratoga building(s): \_\_\_\_\_            Rochester            Room(s): \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Details of Request:	#1	#2	#3	#4	#5	Additional
Date						
Door Unlock						
Set-up Time						
Event Start Time						
Event End Time						
Clean-up Time						
Door Lock						

*\*Afterhours, including weekends, available pending staff availability for an additional fee.*

We are requesting:            Total # of Days \_\_\_\_\_            Total # Hours \_\_\_\_\_

Setup needed:            Open U            Square            Workshop            Classroom            Boardroom            Other: \_\_\_\_\_

Technology needed:            Phone            AV Equipment\*            [Click here for examples of table setups](#)

*\*AV equipment includes a screen and projecting equipment, microphone and speakers. Please note all third parties must provide their own laptop. AV instructions will be sent to the meeting organizer ahead of the meeting.*

Food being served:            Yes            No            If yes, by who? \_\_\_\_\_

High Profile Attendee:            Yes            No            If yes, who? \_\_\_\_\_

**Please note that the following requirements are necessary from third parties prior to use of SUNY Empire State College's facilities for non-ESC sponsored events:**

- Signed permit by permittee and notary public
- Certificate of liability insurance, 1Million /2Million stating SUNY Empire State College as additionally insured
- Certificate of workers' compensation insurance and disability, if applicable, a waiver of workers' compensation: a form can be filed out and printed from this site to be exempt from diability coverage [http://www.wcb.ny.gov/content/ebiz/wc\\_db\\_exemptions/requestExemptionOverview.jsp](http://www.wcb.ny.gov/content/ebiz/wc_db_exemptions/requestExemptionOverview.jsp)
- Certificate of incorporation
- All depostis and payment

**Please return to: SUNY Empire State College  
ATTN: Facilities  
2 Union Ave.  
Saratoga Springs, NY 12866**

**For Questions:** [facilitiesuse@esc.edu](mailto:facilitiesuse@esc.edu)  
(518) 581-2246 phone