



Application for Non-Commercial Use of University Facilities

Name of Organization:

Contact Name:

Address:

Email:

Phone:

City:

State

Zip

Name/Title of Authorized Representative for Permit:

Event Type: *SUNY Empire State Sponsored*

Non- SUNY Empire State Sponsored

Estimated Attendance:

Purpose of Event:

Building Requested:

Room Number(s):

Details of Request:	Day 1	Day 2	Day 3	Day 4	Day 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*

Total # of Days Requested:

Total number of hours requested:

Room Setup Requested: *Open U* *Square* *Workshop* *Classroom* *Boardroom* *Other:*

See our Table Setups page for examples

Technology Requested: *Computer Projecting Equipment*

Telephone

Other:

**All third parties must provide their own laptop and can connect to the digital display wirelessly. Instructions and Wi-Fi information will be sent to the meeting organizer prior to the event. Please reach out with any specific questions or technology needs*

Food Being Served: *Yes* *No* *If yes, by whom?*

High Profile Attendee(s)? *Yes* *No* *If yes, who?*

Additional Comments:

The following requirements are necessary from third parties prior to use of Empire State University's facilities for non-ESU sponsored events:

- Signed permit by permittee and notary public
- Certificate of liability insurance, \$1M /\$2M stating Empire State University 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 [here](#) to be exempt from disability coverage
- Certificate of incorporation
- All deposits and payment

For any questions, please contact the Empire State University Facilities Office

Email: facilitiesuse@sunyempire.edu

Phone: (518) 581-2246