



DIVISION OF BUSINESS & FINANCE

**Request for Facilities Use**

Fed Tax ID: \_\_\_\_\_ PERMIT #: E \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Tel No: \_\_\_\_\_

\_\_\_\_\_ Alt No: \_\_\_\_\_

\_\_\_\_\_ Fax No: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Corp Status: Non-profit \_\_\_\_\_ Profit \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

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

Facility/ies Requested: \_\_\_\_\_

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date							
Access Time							
Rehearsal Time							
Show							
Start Time							
End Time							

Attach additional forms if more dates requested.

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

Schedule of Admission/Charges: Will tickets be sold at the gate? Yes \_\_\_ No \_\_\_ Sale of merchandise Yes \_\_\_ No \_\_\_

General Public \$ \_\_\_\_\_, Old Westbury Students \$ \_\_\_\_\_ Other \$ \_\_\_\_\_

Mode(s) of Transportation (# of each): Auto \_\_\_ Bus \_\_\_ Other \_\_\_

Parking Facilities Needed: Campus Center: \_\_\_ Clark Center, \_\_\_ Academic Village: \_\_\_ Science Building: \_\_\_

Equipment Needs (Specify): \_\_\_\_\_ Audio Visual Needs (Specify): \_\_\_\_\_

Other Needs \_\_\_\_\_

Indicate related activities associated with Facilities Use (e.g. Music, Refreshment /Catering, Promotional Activities, etc): \_\_\_\_\_

Please note that the following requirements are necessary prior to the use of the College at Old Westbury's facilities

- Review and approval of all publicity and posting of signs
- Signed permit by permittee and notary public
- Certificate of liability insurance , 1Million / 3 Million stating SUNY College at Old Westbury as additionally insured, certificate of workers' compensation insurance and disability.
- Certificate of Incorporation( If applicable)
- All deposits and payments

Return to: Business Compliance Office  
 SUNY College at Old Westbury  
 P.O. Box 210  
 Old Westbury, NY 11568  
 Attn: Michael P. Dolan, Room H-317, Campus Center

Phone: 516.876.3483 / 516.876.3905

Fax: 516.876.4972

[www.oldwestbury.edu](http://www.oldwestbury.edu)

P.O. Box 210 Old Westbury, New York 11568-0210