



Permit #: \_\_\_\_\_  
 To: \_\_\_\_\_  
 Attn: \_\_\_\_\_

Date: \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Event Date: \_\_\_\_\_  
 Time(s): \_\_\_\_\_

Your request to rent facilities in the: Clark Center pool

Has been:  Tentatively approved  Approved  Approved with restrictions (see attachment)  Denied

The Total Cost of Your Event is: \_\_\_\_\_

A Non Refundable Deposit (20% of Cost) is: \$ \_\_\_\_\_ -

Deposit due date: \_\_\_\_\_

Final payment is: \$ \_\_\_\_\_ -

Final payment due date: \_\_\_\_\_

Your check should be made payable to SUNY College at Old Westbury and remitted to:

SUNY College at Old Westbury  
 PO Box 210  
 Old Westbury, NY 11568  
 Attn: Bursar's Office

If you have any questions please contact:  
 Michael P. Dolan, Facilities Rentals Coordinator  
 Campus Center, H-317  
 Tel: (516) 876-3483; Fax: (516) 876-4972  
 E-Mail: dolanmi@oldwestbury.edu

Please include the permit number on your check and any correspondence relating to the event.

*Thanks for considering the College at Old Westbury Facilities for your event!*