SUFFOLK COUNTY COMMUNITY COLLEGE

REQUEST FOR USE OF FACILITIES BY DEPARTMENT OR AGENCY OF

COUNTY OF SUFFOLK

DATE: _____

1. _____
(Name of Department/Agency)
applies for use of _____
_____
for _____ to be held
(type of event, e.g., Lecture, Meeting)
on _____, _____, _____
(Day) (Date) (Hours)
_____, _____, _____
(Day) (Date) (Hours)

2. Estimated number of participants _____

3. Describe any fee to be charged to participants or funds to be raised at the event:
_____
_____

4. Please describe plans for exhibits or displays:
_____
_____

5. Please list any special equipment needed (i.e., data projector, overhead projector):
_____

6. _____ agrees
(Name of Department/Agency)
to accept responsibility for the payment of fees indicated on the attached schedule; estimated fees shall include a “not to exceed” limitation. It also agrees to promptly pay for any loss or damage to College property arising out of or as a result of its use of these facilities and caused by its own intentional or negligent acts and/or omissions.

7. _____
(Name of Department/Agency)
further agrees to abide by the Regulations Governing the use of College Facilities by Off-Campus Organizations and by the College Facilities Use Policy (both attached).

8. A certificate of insurance or certificate of Self-Insurance, naming Suffolk County Community College as an additional insured (is) required. Such certificate must evidence comprehensive general liability coverage in an amount of not less than Two Million Dollars ($2,000,000.00) combined single limit for bodily injury and property damage per occurrence for the period of the proposed event and cover the indemnification/hold harmless provision in paragraph 9 below.

9. The County of Suffolk shall indemnify and hold harmless the College, its consultants (if any), employees, agents, and other persons from and against all claims, costs, judgments, liens, encumbrances and expenses, including attorneys' fees, arising out of use of the college facilities or out of the acts or omissions or negligence of its Department/Agency, its agents, employee or subconsultants in connection with its use of the College facilities.

10. Do not commit to any expenditures, prepare or send invitations or make any public announcement of the proposed event until you have received a letter of approval from the College.

11. The Department/Agency acknowledges that Dover Hospitality Services, Inc. has an exclusive license to provide food services and catering at the Grant and Ammerman Campuses and that all food service required for County events shall be procured through Dover Hospitality Services, Inc.

12. The Department/Agency shall not use the College's logo without the prior approval of the College.

Signed: _____ Date: _____

Print Name: _____

Title in Department/Agency: _____

Address: _____

_____

Telephone: _____

AUTHORIZED (by County Executive or Deputy County Executive):

Signed: _____ Date: _____

Print Name: _____

Title: _____

Please return this form to the Sports & Exhibition Complex, Room C107, Michael J. Grant Campus

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_____ APPROVED
_____ NOT APPROVED

_____ Date: _____
College Director for Special Events & Programs