APPLICATION FOR USE OF THE HEALTH, SPORTS AND EDUCATION CENTER

Date of Application: _____

Title of Event: _____

Type of Event: _____

Full Name of Organization: _____

Name of Contact Person and Position: _____

Address: _____

_____

Phone: _____ Email: _____ Website: _____

Date(s): _____

***Pre-Event: _____**
*Time you would like to enter room to prepare for your event

***Post-Event: _____**
*Time you expect to be done removing your materials after event

Event Starts: _____ **Event Ends: _____**

Provide a brief description of event (if an exhibition or job fair, include the number of anticipated vendors or exhibitors): _____

_____

_____

Requesting use of: ____ Field House ____ Lecture Hall ____ Ticket Booth

Estimated number of attendees per day: _____

Will a fee be charged to attendees? _____ If yes, amount: $_____

Will a fee be charged to vendors/exhibitors: _____?

SPECIAL EQUIPMENT/VENDORS *(please note: additional fees do apply)*

Only the approved facility vendors listed below are permitted to service events at the Sports and Exhibition Complex.

-LONG ISLAND DECORATING & TRADE SHOW SERVICES (631-585-8512): Exclusive vendor for tables, chairs, drapes, stanchions, staging, lecterns, easels, cleaning services for inside show area, etc.

-GORDON L. SEAMAN ELECTRIC (631-567-8000): Exclusive provider of electric services in the Field House.

-DOVER CATERERS (516-933-4444) : Exclusive provider of food services – snack bar or catered events (i.e.: breakfast, lunch, coffee break…).

PAYMENT OF FEES:

_____(ORGANIZATION) agrees to accept responsibility for the payment of fees indicated on the enclosed schedule and for any other charges resulting from the organization's use of College facilities. The organization also agrees to promptly pay for any loss of damage to College property arising out of or as a result of the organization's use of facility Use Policy.

_____(ORGANIZATION) further agrees to abide by the attached Regulations Governing the Use of College Facilities by Off-Campus Organizations and the College Facilities Use Policy.

INSURANCE and INDEMNIFICATION:

- A certificate of insurance naming both Suffolk County and Suffolk Community College as additional insured will be required. Such certificate is to certify that a policy of insurance issued to the insured organization contains comprehensive general liability coverage in the amount of $2 million (per occurrence) for the period of the proposed event.
- The organization shall indemnify and hold harmless the County and their College, their consultants, employees, agents and other persons from and against all claims, costs, judgments, liens, encumbrances and expenses, including attorneys' fees, arising out of the organization's use of the College facilities or out of the acts or omissions or negligence of the organization, its agents, employees or sub consultants in connection with the organization's use of the College facilities.

APPROVAL:

You may not commit your organization to any expenditure, prepare or send invitations or make any public announcements of the proposed event until you have received a confirmation that your application has been approved. Upon approval, your organization will be required to sign a contract for use of the facilities at the Sports and Exhibition Complex.

I show by my signature that I understand the terms of this agreement. I am an authorized representative of the above- mentioned organization.

Applicant's Signature: _____ Date_____

Please return this form to the Special Events office at the Sports and Exhibition Complex, Room MC106, SCCC-Grant Campus, Crooked Hill Road, Brentwood, NY 11717.

Manager of Facility: _____ Date_____

The following is a list of regulations pertaining to the use of the SCCC Sports & Exhibition Complex (hereinafter referred to as the Field House) by Show Vendors. This is a list which may be modified at any time by Suffolk County Community College, Field House management or by official local and state run agencies and their employees.

1. Promoter shall not, without the written consent of Field House management, allow the use of flame, oil, burning fluids, camphene, kerosene, naphtha or gasoline for either mechanical or other purpose, or any agent other than electricity for illuminating the premises or cooking/heating food.
2. Flammable liquids, including, but not limited to, cleaning solvents shall not be permitted.
3. Industrial type painting shall not be permitted (includes spray painting).
4. Landscapers and home builders must use a solid sheet of tar paper or a tarp prior to building or laying of brick or stone.
5. All landscapers' and home builders' displays must be properly disposed of. No material is to remain in the Field House once the move out has concluded. Materials are to be either placed back on the builder's vehicles or placed into dumpsters provided by the Promoter. *No materials are to remain on the ground outside of the dumpsters.*
6. Exhibitors may not bring in animals, nor have animals as part of their display, without the consent of Field House management in writing.
7. Helium balloons are not permitted in or near the Field House.
8. No exhibitor shall assign or sublet or share any part of its assigned space without the consent of the Promoter in writing.
9. Water displays are not permitted in the Field House, without the written consent of Field House management.
10. Any and all requests for phone lines and/or wireless internet access shall be made at least ten days prior to the event day and shall be paid for prior to the move in of the event.
11. Duct tape, masking tape, packaging tape, certain double-sided carpet tapes or other non-approved tapes/adhesives are not to be used on the Field House floor. Only that tape which can be obtained from the Field House's licensed decorator can be used.
12. Distribution of advertising material and solicitations of any sort by Vendors shall be restricted to the Vendors' booths.
13. The height and width of the loading doors is no more than (12'x 10') twelve feet high by ten foot wide. The Promoter is responsible for verifying that no displays delivered on-site will exceed these measurements. Field House management is not responsible for incorrect dissemination of information nor is Field House management obligated to Promoter or Vendor to find an alternate placement for display(s).
14. Vendors or Promoters of the event shall not sell or give away, or authorize or permit the sale or give away, or authorize or permit the sale or giving away of beer, wine, or intoxicating liquors or any kind, and agrees further to use its best efforts to restrain the use and prohibit the possession of same on the premises, unless otherwise approved in writing by the Field House management.
15. Promoter shall guarantee that no Vendor will give away any food or drink that is larger than a sample size (no more than 4 ounces).
16. Popcorn machines, cookie ovens, coffee machines or other such cooking devices not specifically relating to the business of the Vendor are not permitted to be part of a display.
17. Vendors are to park in Lot 2 during move in and on event days. Vendors are not to park in red-lined spaces, as these are reserved for college faculty.

PERTAINING TO INDOOR DISPLAYS OF VEHICLES

(Taken in part from the Fire Code of New York State)

Liquid or gas fueled vehicles, boats or other motor craft shall not be located in the Field House except as follows:

1. Batteries are disconnected.
2. Fuel in fuel tanks does not exceed one quarter tank or 5 gallons (19L) – whichever is least.
3. Fuel tanks and fill openings are closed and sealed to prevent tampering.
4. Vehicles, boats or other motor craft equipment are not fueled or de-fueled within the Field House.

Additional Field House regulations regarding displaying vehicles in the Field House:

1. Under all wheels/tires a piece of carpet, wood or cardboard or other such protective material shall be placed.
2. Armorial or other such cleaners, solvents or silicone sprays shall not be used on, in or near the Field House floor. Tires or vehicles or motor craft to be cleaned must be done outside, prior to being brought into the Field House.