University Revocable Permit Process Overview

It is the policy of the State University of New York, in order to further its commitment to education, research and public service, to support the use of University-controlled facilities by non-commercial organizations where the purposes of such use are not provided by the University or the campus and are consistent with or in furtherance of University purposes and where such use does not infringe upon, delay or conflict with the normal operation of the University’s campuses.

Use of campus facilities by outside (non-university) entities requires a University sponsor and Facilities Use Permit for both long and short term arrangements. The use of campus facilities by outside entities shall be jointly approved by the Senior Vice President for Administration and the University Provost. All permits are coordinated through the Office of Administration. Stony Brook University is a tobacco free campus.

1. The process is initiated when an outside entity (Permittee) makes contact with a sponsoring University department or area. University sponsorship is a requirement for issuance of a Revocable Permit.

2. If a department elects to sponsor, once contacted with a usage request, the department then drafts a permit (Events from 1-30 days require a Short-Term Facilities Use Permit while those 31 or more days, up to a maximum of one year, require a Long-Term Facilities Use Permit) outlining details of the proposed event and forward that draft to the Office of Administration for review by the Director of University Revocable Permit Programs. In reviewing the permit considerations include; University personnel providing services to the event (such as University Police and/or Fire Marshals) Campus Operations and Maintenance and Custodial support and consultation with the Registrar regarding room/space availability. The specific services and/or spaces to be provided and/or fees charged are outlined in “Exhibit B” of the permit application.
3. Once reviewed and approved the permit draft is then returned to the Permittee for review and signature. At this time the Permittee must also provide proof of required insurance coverage. Once accepted (signed) by the Permittee it is returned to the Office of Administration for signature by the Director of Financial Services for Facilities and Administration and Vice President and Chief Budget Officer for the University at which point it becomes an executed Revocable Permit.

4. Before the effective date of the permit, a Certificate of Insurance shall be provided by the Permittee.

Required on Certificate of Insurance:

- General liability insurance in the amount of two million ($2,000,000) dollars per occurrence,
- Two million ($2,000,000) dollars in the aggregate, and
- Naming the State of New York, the State University of New York and the State University of New York at Stony Brook as "additional insured".

Required on Certification by Insurance Broker:

- Insurance policy number.
- Name and address of broker and title of authorized official of broker.(Typewritten)
- Signature of authorized official of broker.

Such insurance shall remain in effect throughout the term of the permit.

5. Minors

- Programs involving minors (those under 18 years of age) shall require additional responsibilities of the Permittee as articulated in the Permit and University Child Protection Policy. Such responsibilities include, but not limited to, maintaining prescribed staff to minor ratios, performing
background checks on those having contact with minors, and carrying sexual abuse and molestation insurance.

6. The permit main body and all Exhibits included with the Permit Agreement will constitute the entire agreement between the University and the Permittee.

7. Compensation

- Permittees shall compensate the University for Revocable Permits according to established Permit Rates. In the absence of an established Permit Rate for a particular permit, the rate shall be determined by the Director of Financial Services for Facilities and be approved by the Vice President for Finance and Chief Budget Officer.
- Any additional costs, over and above the normal operating costs incurred by the University in providing permit services facilities, may be billed to Permittee.
- The University President, or the Vice President for Finance and Chief Budget Officer acting as the President’s designee, may waive permit compensation where the costs incurred are not significant or reciprocal services of an equivalent value are provided.
- Income received from Permittees shall be deposited into an Income Fund Reimbursable (IFR) Account specific to the permit purpose. The portion of income representing reimbursement for costs funded through the University operating budget shall be credited to the state purpose account through which they were originally charged.
- Income received from Permittees shall be handled according to University Cash Handling Procedures.

8. Permit Rates

- Revocable Permit Rates shall be reviewed and updated, as necessary, prior to the beginning of each fiscal year.
- At a minimum, rates shall be established for:
  - Long Term Space Utilization
- Short Term Space Utilization
- Media Use – Commercial
- Media Use – Non-Profit/Documentary
- Tutoring

• Rates shall be determined by the Director of Financial Services for Facilities and be approved by the University Controller, and Vice President for Finance and Chief Budget Officer.

9. Security Deposit

• The University may require a security deposit as per the terms of the permit. The Security Deposit shall be held by the University as security for the performance by the Permittee of all its obligations under the Permit. The University shall segregate the security deposits of each Permittee. Upon termination of space rental, any security deposit held by the University may be applied to the payment of damages which the University has suffered by reason of the Permittee’s noncompliance with the terms of the Permit.

• Any remaining part of the security deposit, after satisfaction of all damages, where applicable, shall be returned to the Permittee.

10. Permittee Collection of Funds

• Permittees may charge a fee or accept donations subject to pertinent state and local laws and approval of the University President, or the Senior Vice President for Administration or Vice President for Finance and Chief Budget Officer acting as the President’s designee, for activities in accordance with Revocable Permit.

• Where such fees are charged or donations accepted, the Permittee shall make it known in all publicity that the proceeds are for the benefit of the organization and not the University.