



The College at
BROCKPORT
STATE UNIVERSITY OF NEW YORK

To properly complete a revocable permit for submission and approval, the organization/user should complete the following:

1. Page 1 – The first paragraph of the revocable permit should be completed by entering the day, month and year, name and address of the non-commercial organization and indicate whether the organization is “incorporated” or “not incorporated.”
2. Page 4, Item 19 – Enter the addresses for the appropriate College office/department and the Permittee’s address.
3. Page 4, Item 22 – Enter termination date of the event.
4. Page 5, Signature Page – The applicant should wait until they are in front of a notary to sign this portion. Applicant/responsible party should sign and print their name under Permittee; enter date.

NOTE – If the value/reasonably estimated value of the State’s non-monetary consideration exceeds \$10,000, the revocable permit must be forwarded to the State Comptroller and Attorney General’s offices for review and final approval. This is a lengthy process; the applicants and College department need to plan in advance for these cases.

5. Page 6, Notary Page – The revocable permit needs to be signed in front of a notary public. The applicant should NOT SIGN until the notary instructs them to do so. The appropriate notary section (individual, unincorporated or corporation) that is applicable to the applicant/organization should be completed/notarized.
6. Page 10, Exhibit B – Enter name of Permittee (organization), applicable dates and hours of operation for event.
7. Page 11, Exhibit C – Enter name of Permittee (organization) and amount of facilities use fee. If no charge, enter “0” in space provided. If revocable permit involves a contract for services or fee schedule, enter “See Attached” and include the document(s) with the permit.
8. Certificate of Liability Insurance – A certificate of liability insurance naming the College as additionally insured must be submitted with the revocable permit. Minimum insurance coverage is \$1,000,000 per occurrence/ \$3,000,000 aggregate. **The College at Brockport, State University of New York, 350 New Campus Drive, Brockport NY 14420** must be indicated as a **certificate holder**. Revocable permits cannot be authorized until a valid certificate of liability insurance is received by the College.
9. The completed insurance certificate should be submitted to:

The College at Brockport
Procurement & Payment Services
Attn: Pamela Powell
504 Allen Administration Building
Brockport NY 14420

10. Upon receipt, the revocable permit will be reviewed for completeness. If appropriate, it will be approved. If incomplete, the permittee/organization will be contacted by the Office of Procurement & Payment Services and informed of discrepancies or missing information.