

APPLICATION FOR USE OF SUFFOLK COUNTY PROPERTY FOR NON-COUNTY PURPOSES

INSTRUCTIONS TO APPLICANTS

Please submit 4 copies of this form, along with a completed Certificate of Liability Insurance, to the Suffolk County Department of Public Works, 335 Yaphank Avenue, Yaphank, New York 11980-9744. Application and certificate must be received two weeks prior to requested date of use.

APPLICATION FOR USE OF COUNTY PROPERTY IS MADE IN BEHALF OF:

Name of Group or Organization:	Telephone Number.
Address (Number and Street)	Town or Village and Zip Code

INFORMATION OF COUNTY PROPERTY DESIRED FOR USE:

Time Requested:	From: (Month, Date, Hour) a.m. p.m.	Nature of event for which property is desired (describe in detail)	
	To: (Month, Date, Hour) a.m. p.m.		
	Estimated Attendance	Facility or Building	Room Number

RULES FOR USE OF COUNTY PROPERTY FOR NON-COUNTY PURPOSES:

1. Alcoholic beverages of any kind are prohibited on County property.
2. County property may be used only by non-profit organizations.
3. No admission fees may be charged for functions conducted on County property and fund-raising activities are not permitted.
4. If you desire at any time after submitting this application to cancel the request for use of County property, notification should be given as soon as possible to the Commissioner of Public Works. In no event should such notification be given later than one full workday before the date of intended use.
5. The user of the County property must leave such property in good order after use.
6. The user of the County property must return all furniture and equipment used by him/her to its original location.
7. The applicant agrees to indemnify and hold harmless the County of Suffolk, its employees, officers, agents, or any other persons acting on its behalf, against loss or expense, including attorney's fees, except in cases of the County's sole negligence, for damage because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons; or on account of damage to property arising out of or in consequence of the use of property covered by this agreement, whether such injuries to persons or damage to property are due or claimed to be due to any active or passive negligence of the County, its employees, officers, agents or any other persons.
8. This application shall be accompanied by a Certificate of Insurance evidencing Commercial General Liability Insurance with a minimum limit of **Two Million Dollars (\$2,000,000) per occurrence combined single limit for bodily injury and property damage with the County of Suffolk named as an additional insured.** The County Insurance Manager may accept or reject insurance certificates as he or she may determine and may require other limits and/or coverage in specific instances.

CERTIFICATION OF APPLICANT:

We, as duly authorized representative of the group or organization named in this application, have read and agree to abide by the above rules.

Signature of Applicant	Telephone #	Signature of Presiding Officer of Group/Organization
Printed Name and Address of Applicant		Printed Name and Title of Officer

THIS SPACE FOR COUNTY USE ONLY

Date Received	Application <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
Signature of Commissioner, D.P.W. or his designee	Date