



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; complete name and address of organization.
2. Page 3, Section 19 – Enter the Permittee’s address.
3. Page 4, Section 22 – Enter the start date of the event and the end date of the event. Also, enter the termination date of the event (this is typically the same as the end date).
4. Page 4 – Signature – The applicant/responsible party must sign before a notary public. Applicant/Responsible Party must sign, print their name, date, telephone and email information where indicated.

NOTE: If the value/reasonable 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 approval. This is a lengthy process; the applicants and the College department submitting the permit need to plan accordingly in these cases.

5. Page 5, 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 9, Exhibit B – Enter the name of the Permittee and applicable dates and hours of operations for the event.
7. Page 10, Exhibit C – Enter the name of the Permittee 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 documentation with the permit.
8. Certificate of Liability Insurance – A certificate of liability insurance (COL) must be submitted with the revocable permit. Minimum insurance coverage is \$1,000,000 per Occurrence. The STATE UNIVERSITY OF NEW YORK & the College at Brockport must be indicated as certificate holder. Revocable permits cannot be authorized until a valid COL is received by the College.
9. The completed permit package, including insurance, should be submitted to:

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

10. Upon receipt, the revocable permit will be reviewed for completeness. If completed in full, the permit will be approved. If incomplete, the department submitting the permit will be contacted by the Office of Procurement and Payment Services and informed of discrepancies or missing information.