



Request for Revocable Permit

Instructions: This form is used to collect information necessary for the Purchasing Department to prepare a revocable permit for the use of facilities in accordance with SUNY's [Use of Facilities by Non-Commercial Organizations](#) Policy.

Organization Information

Legal name of the organization: _____

Legal address of the organization: _____
Street City State Zip

Contract Contact Information: _____
Name Title Address

Contract Signatory Information: _____
Name Title

Description of Planned Use of Facilities ("Activity"):

Will Children / Youth Under 17 be Participating in the Activity: ☐ YES ☐ NO

Facilities Requested

Requested facility location: _____
Building/Location Room #'s

Date and time access is granted: _____
Date Time

Date and time access ends: _____
Date Time

Date and time that permittee will access the facility (e.g. M-F 8-5:00 PM): _____

Services Requested / Provided

Please describe any services that the permittee will need in order to use the facility for its intended purpose:

If providing services for the campus community, please provide a detailed description of the services:

Name of Person Completing Form: _____ Date Completed: _____