



## Revocable Permit Process

## **Introduction**

Stony Brook University facilities and resources are available for use by off-campus and external clients. **Revocable Permits** are required for short-term (**one year or less**) or occasional use of Stony Brook University’s facilities by off-campus and external organizations using NYS facilities. A **Revocable Permit** is an agreement that provides the terms and conditions for use of campus facilities by an external group or organization. An applying organization must agree to follow campus policies related to agreements as well as SUNY established policies for use of state facilities by non-commercial organizations and provide proof of required liability insurance.

## **Objective**

The objective of this document is to give a brief description of the revocable permit process flow as well as to clearly define the role of procurement department and the respective SBU department hosting the permittee/company. Each department not only plays an important role in facilitating the efficiency of revocable permit issuance, but also plays a huge rule in ensuring that Stony Brook is compliant with SUNY guidelines for permits.

## **Considerations/ Timing**

All permits require the signature of the procurement department. Some permits over 30 days are required to be signed by SUNY. On the other hand, permits over \$25,000 are required to be approved and signed by the Attorney General (AG) and the Office of State Comptroller (OSC). Conversely, if a permit is over 30 days and is over \$25,000, it will need to be signed by the **Procurement Department, SUNY, AG, and OSC**. All permits that require **SUNY, AG, and/or OSC** signature will need to be **reviewed by legal** before they are sent for signature. It is the responsibility of the designated contracts officer to make sure the appropriate entities above signs the respective permit.

Please refer to the chart below for the estimated lead time for each type of permit to be signed.:

<b>Type of permit</b>	<b>Signature/Approval Required</b>	<b>Estimated Lead Time* (Business days)</b>
Under 30 days and under \$25,000	<ul style="list-style-type: none"> <li>• Procurement Dept</li> </ul>	1-3
Over 30 days and under \$25,000	<ul style="list-style-type: none"> <li>• Procurement Dept</li> <li>• Legal review</li> <li>• SUNY</li> </ul>	2-3
Under 30 days and over \$25,000	<ul style="list-style-type: none"> <li>• Procurement Dept</li> <li>• Legal review</li> <li>• AG</li> <li>• OSC</li> </ul>	10-13
Over 30 days and over \$25,000	<ul style="list-style-type: none"> <li>• Procurement Dept</li> <li>• Legal review</li> <li>• SUNY</li> <li>• AG</li> <li>• OSC</li> </ul>	10-15

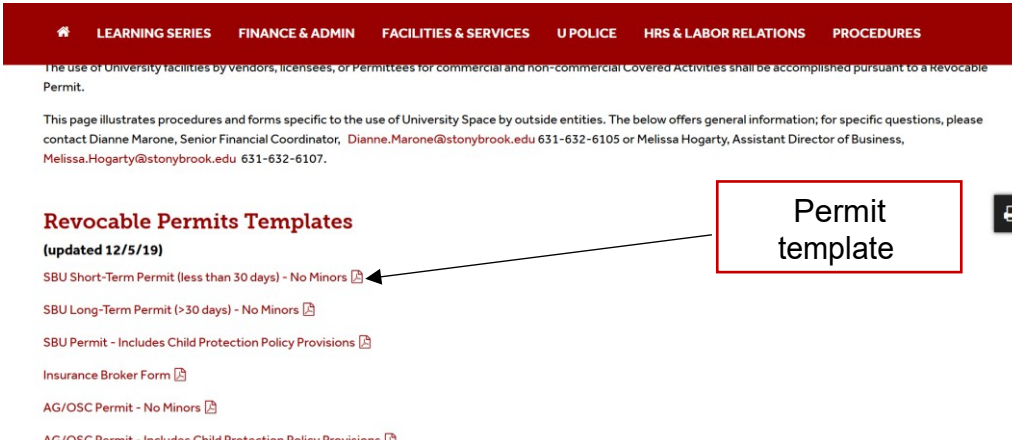
**\*Estimated lead-times are based off the assumption that all required insurance documents and signed documents are collected. Actual lead time may differ from the estimate.**

**Revocable Permit Process Flow**

- **Point of contact (Dept)** receives request form permittee to utilize SBU resource
- Point of contact assesses suitability and availability of permittee’s requested use of SBU resources
- Once requested use is deemed acceptable, point of contact will inform permittee of required insurance/ forms

The University requires the following documents to be submitted with a Revocable Permit:

- 1) A Certificate of Insurance naming the following as additionally insured:
    - a. **The State of New York**
    - b. **The State University of New York**
    - c. **The State University of New York at Stony Brook**
  - 2) Certificate of Workers’ Compensation Insurance (IE. Form C -105.2 or U-26.3);
    - a. <http://www.wcb.ny.gov/content/onlineforms/obtainC105.jsp>
  - 3) Certificate of Disability Benefits Insurance (IE. Form DB-120.1)
    - a. <http://www.wcb.ny.gov/content/onlineforms/obtainDB120-1.jsp>
- If a permit is over **\$25,000**, the Point of contact will let the vendor know that they must fill out Exhibit V & L
  - **Point of contact will choose relevant permit template from procurement website:**  
<https://www.stonybrook.edu/commcms/vpadmin/permit-forms.php>



- Point of contact will fill in blanks/purple lettering in permit template that is relevant to the permittee and their respective intended use

State University of New York at [Campus Name]

**Revocable Permit For Non-Commercial Use of University Facilities**

THIS REVOCABLE PERMIT, made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between the STATE UNIVERSITY OF NEW YORK, an educational corporation organized and existing under the laws of the State of New York, and having its principal place of business located at SUNY Plaza, Albany, New York, 12246, by and on behalf of the State University of New York at [Campus], having its principal place of business at [Campus Address] (hereinafter referred to as "SUNY Campus" and [Permittee name] a noncommercial organization having its principal place of business located at [Permittee address], hereinafter referred to as "the Permittee." The Permittee and SUNY [Campus] may be referred to collectively as "the Parties."

**WHEREAS,** the Permittee will be conducting an on-campus activity which requires certain facilities; and

**WHEREAS,** SUNY [Campus] has such facilities; and

**WHEREAS,** the parties desire to enter into an agreement whereby SUNY Campus will make such facilities available to the Permittee for on-campus activity.

**NOW, THEREFORE,** in consideration of the mutual covenants and conditions herein set forth the parties hereto agree as follows:

1. A Revocable Permit ("Permit") is hereby granted to the Permittee, subject to the terms and conditions as hereinafter provided, to use the facilities and services described in *Exhibit B*, attached hereto and made a part hereof, on the date(s) and at the times specified thereon ("Premises").

Input Stony Brook

Input

- Point of contact will refer to their respective list of unassigned permit #'s. If none are available, point of contact will request contacts officer for a block of 10 unassigned blank permit numbers
- Once an unassigned permit # is found, point of contact will fill out template and input the unique permit #



Unique permit #

[Permit#]  
SNY01  
3320215

State University of New York at Stony Brook

Revocable Permit For Use of University Facilities

THIS REVOCABLE PERMIT, made this 1 day of March, 2020, by and between the STATE UNIVERSITY OF NEW YORK, an educational corporation organized and existing under the laws of the State of New York, and having its principal place of business located at SUNY Plaza, Albany, New York, 12246, by and on behalf of the State University of New York at Stony Brook, having its principal place of business at 100 Nicolls Rd, Stony Brook, NY 11794 (hereinafter referred to as "SUNY Stony Brook" and Carlos Bakery DBA a commercial organization having its principal place of business located at 128 Sweezy Avenue, Unit #1, Riverhead, NY 11901, hereinafter referred to as "the Permittee." The Permittee and SUNY Stony Brook may be referred to collectively as "the Parties."

WHEREAS, the Permittee will be conducting an on-campus activity which requires certain facilities; and

WHEREAS, SUNY Stony Brook has such facilities; and

WHEREAS, the parties desire to enter into an agreement whereby SUNY Stony Brook will make such facilities available to the Permittee for on-campus activity.

NOW, THEREFORE, in consideration of the mutual covenants and conditions herein set forth the parties hereto agree as follows:

1. A Revocable Permit ("Permit") is hereby granted to the Permittee, subject to the terms and conditions as hereinafter provided, to use the facilities and services described in *Exhibit B*, attached hereto and made a part hereof, on the date(s) and at the times specified thereon ("Premises").
2. The term of this Permit shall commence on March 31, 2020 and shall continue only during the pleasure of SUNY Stony Brook and may be revoked at any time without cause. In the event of such revocation, payments by the Permittee shall continue throughout the period of actual occupancy by the Permittee, after which time the Permittee shall have no further payment obligation. Upon revocation, Permittee shall promptly discontinue the use of the Premises.
3. SUNY Stony Brook shall supply all ordinary and necessary water, gas, electricity, light, heat and sewerage facilities for the Premises. Unless specifically indicated otherwise in *Exhibit B*, no telephone service shall be provided by SUNY Stony Brook to Permittee.
4. In consideration of the facilities and services to be provided by SUNY Stony Brook as enumerated above, the Permittee agrees to reimburse SUNY Stony Brook in accordance with the costs or services stipulated to in *Exhibit C*, attached hereto and made a part hereof, and any other extraordinary costs incurred by SUNY Stony Brook to meet the



- Point of contact will send filled out permit draft with an assigned permit # to contracts officer for review

Assigned Unique permit #

TX02317  
SNY01  
3320215

State University of New York at Stony Brook

Revocable Permit For Use of University Facilities

THIS REVOCABLE PERMIT, made this 1 day of March, 2020, by and between the STATE UNIVERSITY OF NEW YORK, an educational corporation organized and existing under the laws of the State of New York, and having its principal place of business located at SUNY Plaza, Albany, New York, 12246, by and on behalf of the State University of New York at Stony Brook, having its principal place of business at 100 Nicolls Rd, Stony Brook, NY 11794 (hereinafter referred to as "SUNY Stony Brook" and Carlos Bakery DBA a commercial organization having its principal place of business located at 128 Sweezy Avenue, Unit #1, Riverhead, NY 11901, hereinafter referred to as "the Permittee." The Permittee and SUNY Stony Brook may be referred to collectively as "the Parties."

WHEREAS, the Permittee will be conducting an on-campus activity which requires certain facilities; and

WHEREAS, SUNY Stony Brook has such facilities; and

WHEREAS, the parties desire to enter into an agreement whereby SUNY Stony Brook will make such facilities available to the Permittee for on-campus activity.

NOW, THEREFORE, in consideration of the mutual covenants and conditions herein set forth the parties hereto agree as follows:

1. A Revocable Permit ("Permit") is hereby granted to the Permittee, subject to the terms and conditions as hereinafter provided, to use the facilities and services described in *Exhibit B*, attached hereto and made a part hereof, on the date(s) and at the times specified thereon ("Premises").
2. The term of this Permit shall commence on March 31, 2020 and shall continue only during the pleasure of SUNY Stony Brook and may be revoked at any time without cause. In the event of such revocation, payments by the Permittee shall continue throughout the period of actual occupancy by the Permittee, after which time the Permittee shall have no further payment obligation. Upon revocation, Permittee shall promptly discontinue the use of the Premises.
3. SUNY Stony Brook shall supply all ordinary and necessary water, gas, electricity, light, heat and sewerage facilities for the Premises. Unless specifically indicated otherwise in *Exhibit B*, no telephone service shall be provided by SUNY Stony Brook to Permittee.
4. In consideration of the facilities and services to be provided by SUNY Stony Brook as enumerated above, the Permittee agrees to reimburse SUNY Stony Brook in accordance

- Contracts officer will input relevant information into procurement contracts/permit log book respective to the permit # assigned (i.e name of company /dollar value associated with the unique permit#)
- Contracts officer will communicate approval status /suggested revisions of permit draft to point of contact

- Once approved, point of contact may send permit to permittee for signature
- Permittee will sign and send back signed permit along with required insurance to point of contact (**Contracts officer will follow up on insurance as needed**)
- Point of contact will send signed permit along with required insurance, exhibits, and/or notary forms to contracts officer
- Contracts officer will hand off permit to procurement leadership for countersignature
- Once countersigned by procurement leadership, contracts officer will determine if permit will need to be signed by **SUNY, AG, and/or OSC** (Please refer to considerations/timing on page 2 for further explanation and lead times)
- Contracts officer will administer the permit signature/approval by **Legal, SUNY, AG, and/or OSC** as appropriate
- Once permit is signed/approved by its respective appropriate regulatory body(s), permit will be considered **executed**
- Contracts officer will communicate the status of the permit as executed and send a copy of fully executed permit to the point of contact
- Point of contact will send executed copy of permit to their designated accounting clerk for billing/invoicing purposes
- Permittee will now be allowed to occupy the SBU premises as agreed in the permit
- Lastly, contracts officer will file the fully executed permit for procurement records