

6. The Applicant agrees to meet all fees and insurance requirements.
7. The Applicant will take on the responsibilities for all damages and liabilities.
8. The Applicant agrees to allow the State, its representatives or agents to enter the property used by the Applicant at any reasonable hour for any lawful purpose.
9. The Applicant agrees, at the termination of the term of use, to surrender the property used to the State in the same condition as existed prior to the term of use, reasonable wear and tear excepted.
10. The Applicant shall procure all licenses, certificates, permits, or any other documentation needed.
11. Applicant agrees to be adhere to all security procedures and conditions for the facility.

For further information on conditions and general terms please refer to "Application for Use of State Property" or contact the Facility Manager. Also note that other prohibitions may apply.

REGIONAL STATE OFFICE BUILDINGS WITH SPACE AVAILABLE FOR PUBLIC ACTIVITIES

DOWNSTATE

ADAM CLAYTON POWELL, JR. STATE OFFICE BUILDING

163 West 125th Street
New York, NY 10027
(212) 961-4390

Art Gallery

- 3,465 square feet with a 140 person occupancy

Room 8A*

- 816 square feet with a 63 person occupancy

Room 8B*

- 1,100 square feet with a 102 person occupancy

Room 8C*

- 816 square feet with a 76 person occupancy

Room 807*

- 560 square feet with a 38 person occupancy

* Rooms 8A, 8B, 8C, & 807 can open to a combined 3,292 square feet

Room 801

- 285 square feet with a 20 person occupancy

Room 802

- 252 square feet with a 15 person occupancy

Room 803

- 285 square feet with a 15 person occupancy

Room 804/805

- 532 square feet with a 35 person occupancy

Room 806

- 266 square feet with a 20 person occupancy

UPSTATE

BINGHAMTON STATE OFFICE BUILDING

44 Hawley Street
Binghamton, NY 13901
(607) 721-8700

Warren Anderson Community Room

- Approximately 3,264 square feet with a 200 person occupancy

1st Floor Community Room

- Approximately 837 square feet with a 40 person occupancy

7th Floor - Room 703

- Approximately 336 square feet with a 15 person occupancy

17th Floor - Room 1701

- Approximately 240 square feet with a 10 person occupancy

DULLES STATE OFFICE BUILDING

317 Washington Street
Watertown, NY 13601
(315) 785-2450

Auditorium

- Seating capacity of 790 people

Conference Room #1

- 1,925 square feet with a 139 person occupancy

Conference Room #2

- 456 square feet with a 43 person occupancy

Conference Room #3*

- 2,450 square feet with a 185 person occupancy

Conference Room #4*

- 1,575 square feet with a 124 person occupancy

* Conference Rooms 3 & 4 can open to a combined 4,025 square feet

1st Floor Lobby

- Approximately 10,000 square feet

11th Floor Open Area

- Approximately 10,000 square feet

For additional information or assistance, please contact the central office of the Division of Building Administration at (518) 408-1767

THE APPROVAL FOR ANY GROUP TO USE STATE FACILITIES DOES NOT IMPLY ENDORSEMENT OF THE GROUP'S ACTIONS AND VIEWS AS EXPRESSED IN ANY ACTIVITY IN THE FACILITY NOR CO-SPONSORSHIP OF THE GROUP'S ACTIVITY BY THE STATE OR THE OFFICE OF GENERAL SERVICES (OGS). AGREEMENT TO CO-SPONSOR THE ACTIVITY **MUST** BE SECURED FROM THE OGS DIRECTOR OF BUILDING ADMINISTRATION IN ALBANY.



USE OF REGIONAL STATE OFFICE BUILDINGS FOR PUBLIC ACTIVITIES



Dulles



Binghamton



Powell

The Office of General Services invites you to use the state facilities described in this booklet for your organization's activities. It is important that these state facilities not only be used for the conduct of government operations, but also that they be available for use by you, the general public. Your cultural, educational, civic, social, governmental and charitable activities contribute considerably to the development and well-being of the communities in which we live.

If your organization does not have adequate meeting space or occasionally needs special facilities, then please consider our buildings. The following information explains how to apply for use of these facilities.

The Office of General Services welcomes the opportunity to contribute to the success of your organization's next activity.

This pamphlet explains how to apply for use of state facilities managed by the Office of General Services (OGS).

STATE PROPERTY USE POLICY

A. Applications for the following types of activities may be approved:

- (a) Governmental activities. Activities conducted for the purpose of furthering better understanding of any level of government operations when conducted by a local, state or Federal government agency.
- (b) Educational, cultural or civic activities. Activities that have a primarily educational, cultural or civic purpose for the enhancement of the health, welfare and public benefit of the citizens of the state.
- (c) Charitable. Activities conducted for the direct benefit of not-for-profit charitable organizations.
- (d) Other types of events at the discretion of the Office of General Services.

B. Applications may not be approved for:

- a) commercial activities by other than duly permitted charitable organizations or contractors of OGS, where the exchange of money or payment for goods or services or any other consummation of a commercial transaction is involved;
- (b) activities which may be reasonably expected to incite violence or illegal activity;
- (c) any illegal activity; or
- (d) gang activity as defined in the OGS Use of State Property Rules.

HOW TO APPLY

To apply for use of state property, obtain an "Application for Use of State Property" from the Facility Manager's Office. Follow the form's instructions and answer all questions. OGS staff will be available to assist in completing the form if filled out at the OGS facility.

Return the completed form to the Facility Manager at least 30 days before the date facility use is requested.

Remember, all scheduling is done on a first-come, first-served basis; therefore, the sooner a completed application is submitted, the better chance you have of securing the facilities you want at the time you want.

APPROVAL OR DISAPPROVAL OF YOUR APPLICATION

Submitted applications will be reviewed by the Facility Manager in the order they are received. The Facility Manager will approve or disapprove applications based on the availability of requested facilities and staff and/or the nature of the proposed activity. Approved applications will be returned to the originator and will have the following information indicated on the form:

- The total fee charged for facility use.
- The exact approved facilities.
- The scheduled date and time of activity.
- Any modifications that have been made to the original request.

FEES

Fees may vary from location to location; also a non-refundable deposit may be required at the time of filing of an application. Please contact the Facility Manager for a list of fees pertaining to your needs.

All fees must be paid in full at least four workdays before the date of scheduled use. FAILURE TO PAY FEES AT LEAST TEN DAYS BEFORE THE DATE OF SCHEDULED USE MAY RESULT IN THE CANCELLATION OF THE APPROVED FACILITY USE.

Payments must be made by check or money order payable to the NYS Office of General Services. CASH WILL NOT BE ACCEPTED FOR PAYMENT.

INSURANCE

As part of the facility use application process, the group or individual ("applicant") shall file with The People of the State of New York, Office of General Services ("OGS"), a Certificate of Insurance evidencing compliance with all requirements contained in the approved application. Such Certificate shall be of form and substance acceptable to OGS. Alternate arrangements may be made for self-insured governmental entities upon prior approval of the Commissioner, provided that comparable financial security is secured. Further, only licensed/insured caterers may serve food and alcohol so applicants that use a caterer or food concessionaire will also be required to provide a Certificate of Insurance obtained from the contractor's insurance carrier, using the requirements indicated in the approved application. In addition, if the applicant is unable to provide proof of insurance, the applicant may satisfy the insurance requirements through the State's Tenant User Liability Insurance Policy. Finally, insurance requirement waivers are available to certain qualified entities in very limited circumstances, as detailed below. The OGS Building Manager will serve as the point of contact for the applicant as well as other OGS Business Units, including the OGS Bureau of Risk and Insurance Management.

PROOF OF INSURANCE

Requirements: All insurance required by the State shall be:

1. obtained at the sole cost and expense of the applicant;
2. maintained with insurance carriers licensed to do business in New York State, and acceptable to OGS;
3. primary and non-contributing to any insurance or self-insurance maintained by OGS;
4. endorsed to provide written notice be given to OGS, at least thirty (30) days prior to the cancellation, non-renewal, or material alteration of such policies, which notice must be evidenced by return receipt of United States Certified Mail;
5. sent to the OGS Bureau of Risk and Insurance Unit, 40thth Floor, Tower Building, Empire State Plaza, Albany, NY 12242; and
6. **shall name The People of the State of New York, its officers, agents, and employees, as additional insureds thereunder.**

For further information on Insurance such as the State's Tenant User's Liability Insurance Policy (TULIP), Deductibles and Self-insured Retentions, Ratings, Coverage, and Specifications please contact the Facility Manager and further information will be provided.

WAIVER OF FEES

If a group wishes to use a facility but feels that a fee would cause their organization undue financial burden, it may apply to have the fee waived. Insurance requirement waivers are also available to certain qualified entities in very limited circumstances. Please contact the Facility Manager for further information.

PROOF OF SURETY

You may also be required to provide financial security with respect to any reasonably anticipated costs associated with an event. Such financial security may take the form of a cash deposit, surety bond, a letter of credit or other similar device acceptable to OGS.

FACILITY USE CONDITIONS

Approval to use state facilities carries with it the following conditions:

1. The property shall be used solely for the permitted use indicated on the approved application and for no other purpose.
2. The permission granted may not be transferred, assigned or otherwise given by the Requester to any other person or persons without the prior written permission of the Commissioner of OGS.
3. The Applicant agrees to be responsible for any and all repairs, improvements or maintenance in connection with the use permitted.
4. The Applicant agrees to notify the required parties in the event an unsafe or hazardous incident or condition occurs or exists immediately upon discovery.
5. Activities may be shortened or cancelled at any time by OGS if the need occurs.