



OFFICE OF THE COUNTY EXECUTIVE REQUEST FOR USE OF COUNTY PROPERTY

Name of group or organization:

Address:

Phone:

Fax:

Contact Person:

Phone:

Email:

Commercial General Liability insurance and statutory NYS Workers Compensation / Disability or exemptions are required. The County of Rockland must be named as an additional insured where applicable by policy or endorsement.

Please state the name of your organization's insurance broker

An ACORD Insurance certificate must be attached as proof of liability coverage and all other coverages that apply. Proof of NYS Workers Compensation / Disability or the exemptions must be submitted on NYS WC forms C105.2 or CE-200 (exemption) and DB120.1 (disability).

What buildings or grounds are requested?

Date of Event:

Start time:

End time:

Purpose of Event:

Number of people expected (approx):

Age Group: *(Check those applicable)*

*Infants to 18 years of age

Adults 18-60

Senior Citizens

*Adequate adult supervision required

Number of Vehicles: Cars

Buses

Will food or beverages be served? Yes No

Adequate supervision for clean-up is required

IMPORTANT

- All facilities must be returned to their original condition.
- All litter must be disposed of properly.
- It is the responsibility of the organization to notify all guests of the rules and regulations.
- Permit requests must be submitted two weeks prior to the event date

Signature of Representative of Organization

Authorized Signature - CE Office

This request Has/Has Not Been Granted

Please return to: Office of the Rockland County Executive
11 New Hempstead Rd
New City, NY 10956
Or fax to: 845-638-5856