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**Procedures for Third-Party Users of University Facilities**

**Involving Children under the Age of 17**

SUNY Oswego is committed to protecting the safety and well-being of children who participate in college affiliated activities and programs whether on or off campus, or that utilize campus facilities for such activities and programs that involve children under the age of 17. In compliance with the SUNY Child Protection Policy, all members of the campus community – including faculty, staff, students, visitors and outside organizations that utilize campus facilities to host programs and activities that include children, must follow the procedures as outlined below prior to hosting a “Covered Activity”:

To help guide Third-Party users who would like to use university facilities for an event involving children under the age of 17, below is a list of procedures as it pertains to the Child Protection Policy that must be followed and adhered to.

* Outside organizations are required to complete a **Revocable Permit** and return the signed permit to the Child Protection Compliance Coordinator ***four (4) weeks prior to their scheduled even****t*. To begin the process, the Child Compliance Coordinator will require the following information:
  + - Official name of the sponsoring organization;
    - Identify if the organization is a commercial or non-commercial organization;
    - Official address of the sponsoring organization;
    - Name of authorized officer or official representative who will be signing off on the permit.
* Once a sponsoring organization has received, reviewed and signed the Revocable Permit, the organization must provide SUNY Oswego with a Certificate of Liability from the sponsoring organization. The certificate must include the following information and return with the signed permit:
  + Name the State University of New York and the State University of New York at Oswego as an additional insured party on the policy;
  + Include general liability insurance of two million dollars ($2,000,000) for each occurrence and two million ($2,000,000) in the aggregate.
* In addition to a Certificate of Liability Insurance, the sponsoring organization must provide the following documentation and return with the signed permit:
  + - New York State Workers’ Compensation Certificate (C-10502) ***or*** Workers’ Compensation Exemption Certificate (CE-200);
    - Disability Certificate (DB-120.1);
    - A copy of the organization’s W-9 Form;
    - A copy of the organization’s Federal ID Number.
* If the Revocable Permit issued is for a children’s camp as defined by the New York Public Health Law – 1392, a copy of its camp operator permit issued by the New York State Commissioner of Health must be received *no later than 14 days before the scheduled use of the facilities.*
* The sponsoring organization must conduct Sex Offender Searches (NY Sex Offender Registry **AND** the National Sex Offender Public Registry) of all employees, volunteers, subcontractors and agents who will partake in the Covered Activity. *Searches must be conducted no sooner than 90 days in advance of the event*. The sponsoring organization must retain records of the results and should be able to provide documentation of the searches if requested during or following the event.
* Adhere to the minimum staff-to-child supervision ratios as outlined in the Revocable Permit.
  + - Acknowledge receipt and agree to abide by the following:
      * State University of New York Child Protection Policy <http://www.suny.edu/sunypp/documents.cfm?doc_id=762>
      * Mandatory Reporting and Prevention of Child Sexual Abuse Policy <http://www.suny.edu/sunypp/documents.cfm?doc_id=759>
    - Coordinate with the Child Protection Compliance Coordinator, identification for all “Covered Persons” that is required under the policy.

To avoid any delays in processing the required Revocable Permit which could impact the status of your event, it is important to adhere to the established deadlines outlined in this document and include all supporting documentation when returning the signed permit.

For additional information regarding the Child Protection Policy and required procedures, please contact Melissa Paestella at: 315.312.2937 or via email at: [melissa.paestella@oswego.edu](mailto:melissa.paestella@oswego.edu)

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