



2023 Users Guide for Events Held at OGS-Managed State Property

Revised June 26, 2023

Thank you for choosing to host your event at our facility. This Users Guide will help you in the planning of your event. Please review and direct any questions you may have to the OGS Convention and Cultural Events (CCE) Office at (518) 474-4759.

I. Application and Date Reservation

- a. An online Application for Use of OGS-Managed State Property must be received at least 30 days prior to your planned event dates. For multi-use dates or larger events (e.g. theater productions, vendor shows, festivals, farmer’s markets, etc.) applications should be received no later than 90 days prior to the event date to ensure date security and ample processing time.
- b. Types of uses (events) permitted include meetings, conferences, training sessions, public information events, dance recitals, and private functions such as birthday parties or retirement gatherings, etc.
- c. All applications should be sent to the OGS Convention and Cultural Events Office (CCE) via the email at spacerental@ogs.ny.gov for review, approval, and assignments of dates.
- d. Approved applications will be assigned to a CCE event coordinator for handling and processing.
- e. Submission of this application does not constitute approval. Applicant should refrain from marketing/advertising the event until formal approval has been received from the CCE Office. Providing incomplete, false, or misleading information on the application will result in an immediate denial of the request.
- f. Please note: All requests for the use of State property for First Amendment expressions should be authorized via the Permit to Assemble application process (See Section VII and Reference Materials).

II. Supporting Documents

- a. Once your completed application is reviewed and approved, a CCE event coordinator will be assigned to your event. The coordinator will contact you to review logistics and event needs. In some cases, the following documents are required:
 - i. Letter of intent or an event plan – a broader description of the activities occurring at the event that was not included in the online application.
 - ii. Site plan – event layout, including placement of activities, egress points, etc.
 - iii. List of all third-party service providers – a list of all third-party service providers and/or participants hired by the organizer, sponsors, etc.
 - iv. Vendor list – a list of any businesses or organizations that will be participating in the event (tabling, interactive activities, health screening, etc.)
 - v. Parking requirements – parking may not be available at your location. Please check with your event coordinator.

- vi. Sound permits – required in NYC for outdoor events with amplified sound.
- vii. Signage – a proof of all event signage must be approved by the CCE event coordinator prior to posting. Placement restrictions may apply from building to building.

III. Insurance Requirements

The applicant shall obtain and maintain in full force and effect the types of insurance required below and shall require all subcontractors and third-party service providers (see Section V below) to carry insurance with the same limits and provisions provided herein. The requirements for proof of insurance or other financial responsibility vary depending on the nature of the entity, as detailed here:

- **Commercial Businesses:** A certificate of Commercial General Liability (CGL) insurance is required for use of OGS managed State property. General Liability limits must be a minimum of \$1M for each occurrence \$2M general aggregate. Appropriate Proof of Workers Compensation and Employee Disability insurance is also required.
- **New York State Agencies/Authorities:** New York State Agencies are self-retained and are excluded from this requirement. However, State public authorities and public benefit corporations must either provide a letter of self-retention from their corporation counsel or the same documentation required for commercial businesses.
- **Federal or Municipal Agencies:** Federal and Municipal Agencies must either provide a letter of self-retention from their counsel or the same documentation required for commercial businesses.
- **Not for Profits:** The same documentation as specified for commercial businesses is required unless the applicant applies for, and is granted, a waiver from the CGL requirement. Waivers are not available when food, beverages or high-risk activities will be involved. **Waivers are available by request only for limited, qualifying applicants.**
- **Individuals:** The same documentation as specified for commercial businesses is required unless the applicant applies for and is granted a waiver from the CGL requirement. Waivers are not available when food, beverages or high-risk activities will be involved. **Waivers are available by request only for limited, qualifying applicants.**

Proof of Workers Compensation and Employee Disability Benefits Insurance compliance or a Certificate of Exemption (CE200) is always required, except for individuals and NYS Agencies.

Automobile Liability and Liquor Liability coverage may also be required in certain circumstances.

If any Applicant is unable to provide proof of liability insurance, the Applicant may satisfy the liability insurance requirements through the State’s Tenant User Liability Insurance Policy (TULIP) (See Section III(c) below).

Your CCE event coordinator can answer any questions you may have and will provide you with a sample certificate of insurance (COI) for your reference.

a. Requirements:

All insurance policies required by the State shall:

- i. be obtained at the sole cost and expense of the applicant;
- ii. be maintained with insurance carriers licensed to do business in New York State that are rated at least “A-” Class “VII” by A.M. Best and are acceptable to OGS;
- iii. be written on an occurrence basis;

- iv. be primary and non-contributing to any insurance or self-insurance maintained by OGS;
 - v. be written to include the requirements for notice of cancellation or non-renewal in accordance with the New York State Insurance Law. Within five (5) business days of receipt of any notice of cancellation or non-renewal of insurance, the applicant shall provide the State with a copy of any such notice received from an insurer together with proof of replacement coverage that complies with the requirements of this section;
 - vi. be evidenced by Certificates of Insurance in a form acceptable to OGS that are received and approved by OGS prior to applicant engaging in the approved use;
 - vii. be emailed to the event coordinator;
 - viii. contain an Additional Insured Endorsement written on ISO form CG 20 10 11 85 (or its equivalent) naming the **People of the State of New York, its officers, agents, and employees, as additional insureds thereunder**; and
 - ix. for events lasting more than seven days, contain a Waiver of Subrogation Endorsement whereby the insurer waives its right of subrogation against the State.
- b. **Insurance Types and Limits:** The applicant must provide proof of the following insurance with limits not less than those described below and as required by the terms of the approved application, or as required by law, whichever is greater (limits may be provided through a combination of primary and umbrella/excess policies):
- i. **Commercial General Liability Insurance** with a limit of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate. Such liability shall be written on the Insurance Service Office's (ISO) occurrence form CG 00 01 01 96, or a substitute form, providing equivalent coverages, and shall cover liability arising from premises operations, independent contractors, broad form property damage, personal and advertising injury, contractor means and methods, cross liability coverage, medical expenses, blanket contractual liability assumed in a contract (including the tort liability of another assumed in a contract); defense and/or indemnification obligations, including obligations assumed under the approved application and cross liability for additional insureds. If such policy contains an aggregate limit, it shall apply separately to the approved application.
 - ii. **Workers Compensation, Employers Liability, and Disability Benefits** as required by New York State law. If the applicant is exempt by law from such insurance, it must provide a valid Certificate of Attestation of Exemption (CE 200), which is available from the NYS Worker's Compensation Board website at <https://www.wcb.ny.gov/>.
 - iii. **Liquor Liability.** Only licensed/insured caterers may serve food and alcohol. If the applicant intends to sell, distribute, serve, or furnish alcoholic beverages, or otherwise make alcoholic beverages available on the premises, then the applicant shall use a caterer that maintains in full force and effect through the term of the approved application, Liquor Liability Insurance with limits of not less than \$1,000,000.
 - iv. **Comprehensive Business Automobile Liability Insurance.** If the applicant or any of its officers, agents, subcontractors, or employees will be driving a motor vehicle onto State property (other than in an established parking area) Comprehensive Business Automobile Liability Insurance with a limit of not less than \$1,000,000 each accident is only required when the applicant or their third-party service

providers/vendors/exhibitors will be driving a motor vehicle onto State property (other than in an established parking area or official access point.)

The applicant shall be solely responsible for the payment of all deductibles and self-insured retentions to which such policies are subject. Deductibles and self-insured retentions above \$10,000.00 must be approved by OGS. Such approval shall not be unreasonably withheld.

c. State Tenant User's Liability Insurance Policy (TULIP)

If the applicant is unable to provide proof of its own insurance policies, the applicant may satisfy these coverage requirements through the State's Tenant User Liability Insurance Policy (TULIP), which provides insurance coverage for the State. Information on the TULIP will be made available by the OGS event coordinator upon request. Coverage under the TULIP is not available to cover licensed/insured caterers serving alcohol, which must still provide proof of Liquor Liability coverage and Commercial General Liability coverage. The applicant must make application for the TULIP and pay the appropriate premium to the assigned insurance broker directly. The broker, upon receipt of the application and premium, and with the approval of the designated insurance carrier, will then issue a Certificate of Insurance to the applicant. The applicant must then forward the original copy to the OGS event coordinator.

IV. Additional Services and Fees

- a. Standard rates are charged for the temporary use of all special facilities at OGS-managed State properties such as conference rooms, lobbies, auditoriums, plazas, outdoor spaces, or other similar space. Building tenants are not subject to room rental/space fees.
- b. Additional, out of pocket expenditures will be charged to all applicants (including tenants) for related maintenance (including utilities) labor, technical, custodial and security services, insurance, and overtime. Actual fees may vary to reflect any special requirements or extended periods of use.
- c. Out-of-pocket charges incurred by the State that are directly related to the event will be charged to the applicant (including tenants) at the prevailing wage/established rates.
- d. Your event coordinator will discuss all fees for use and services with you.

V. Third Party Service Providers

a. Food and Beverage

- i. When food and beverage services are included in the applicants' event, only licensed/insured caterers may serve food and alcohol. Even if the applicant secures TULIP coverage, any outside caterers or food concessionaires will also be required to provide certificates of insurance obtained from the contractor's insurance carrier, using the requirements indicated in the application.
- ii. If alcoholic beverages are to be sold, distributed, served, or furnished, the applicant must additionally provide proof of Liquor Liability coverage from the caterer.
- iii. If alcoholic beverages are to be sold, a Landlord Authorization form and State Liquor Authority permit is required. Please see Reference Materials for more information.
- iv. All food service providers/caterers must additionally provide a copy of their Department of Health (DOH) food handling and/or temporary catering permits. In NYC, caterers/food service providers must submit a copy of their Department of Health and Mental Hygiene (DOHMH) license and/or food handler's permit.

- v. Please note that the distribution or sale of alcoholic beverages may not be permitted at some facilities.

b. Vendor Events

- i. A list of all participating event vendors (e.g., booth or tabling for commercial, craft, informational, sponsor, games, etc.) must be provided to your event coordinator at least 20 days prior.
- ii. All vendors will also be required to provide certificates of insurance obtained from the vendor's insurance carrier, using the requirements indicated in the application.

c. Performance Events

- i. A complete list of performers (e.g., bands, soloists, DJs, etc.) and third-party service providers (audio visual (AV), stage, tent, portable restroom, barricade/fencing, security, other providers) must be provided to your event coordinator at least 15 days prior to the event date.
- ii. Performers and third-party service providers will also be required to provide certificates of insurance obtained from the contractor's insurance carrier, using the requirements indicated in the application.

d. Other Expenditures

- i. Additional out of pocket expenditures for services such as building security guards, custodial, overtime and HVAC may apply to your event depending on the day of week and time of day that it occurs on and the facility's regular hours of operation.
- ii. These additional services and fees are at the discretion of the Building Manager and will be explained by your event coordinator.

VI. User Responsibilities

Upon arrival to the facility, please:

- a. Identify yourself to building security, show them your ID/Driver's License, sign in, and tell them where your event is being held in the facility.
- b. Should you need to rearrange the furniture in the room you are using, please reach out to your event coordinator so they can coordinate on-site assistance.
- c. Please pick up/dispose of any trash and recyclable materials after use.
- d. Please notify building security when your event has concluded.
- e. As a reminder, there is no smoking permitted in any State facility.

VII. Permits to Assemble

- a. Permits to Assemble (PTA) are gatherings for the expression of free speech under the First Amendment. It is the policy of OGS to allow public assemblies, demonstrations, rallies, or other gatherings for the expression of free speech in approved locations at State facilities when such activities do not interfere with State operations or cause any loss to the State.
- b. Public Assemblies are allowed to take place on OGS managed properties when a Public Assembly Permit has been granted by the OGS.
- c. For more information, please contact the Convention and Cultural Events Office at (518) 474-4759.

VIII. State Office Building Hours of Operation

Albany - Alfred E. Smith

Monday – Friday, 6:00 a.m. - 6:00 p.m.

Binghamton

Monday – Friday, 6:00 a.m. - 6:00 p.m.

Brooklyn – Chisholm

Monday – Friday, 8:00 a.m. - 6:00 p.m.

Harlem – Powell

Monday – Saturday, 8:00 a.m. - 10:00 p.m.; Event access hours: 9:00 a.m. – 9:00 p.m.

Harriman Campus

Call for availability

Hauppauge – Duryea

Monday, Tuesday, Wednesday, and Friday: 8:00 a.m. - 5:00 p.m.; Thursday: 8:00 a.m. - 6:00 p.m.

Hornell – Henderson Smith

Monday – Friday, 6:00 a.m. - 6:00 p.m.

Oneonta - Homer Folks

Monday – Friday, 6:00 a.m. - 6:00 p.m.

Syracuse – Hughes

Monday – Friday, 6:00 a.m. - 6:00 p.m.

Utica

Monday – Friday, 6:00 a.m. - 6:00 p.m.

Watertown – Dulles

Monday – Friday, 6:00 a.m. - 6:00 p.m.; Weekends hours based on event schedule

IX. Reference Materials

Landing page for Application for the Use of OGS Managed Property:

<https://ogs.ny.gov/space-rental>

First Amendment Expressions - Permit to Assemble at OGS Managed Properties:

<https://ogs.ny.gov/permits-assemble>

Workers Compensation: <http://www.wcb.ny.gov/>

Sample Certificate of Insurance: <https://ogs.ny.gov/sample-certificate-insurance>

State Liquor Authority: <https://sla.ny.gov/get-license>