Revised 1/3/17

SPECIAL USE APPLICATION

A: EVENT PART 1

CHERYL DINOLFO
COUNTY EXECUTIVE

LARRY STAUB
DIRECTOR OF PARKS

Please remember to submit Part 1 of this application at least 45 DAYS prior to your proposed event.
PLEASE do not submit Part 2 at the same time as Part 1, unless Part 2 is COMPLETE.

[ ] Request Your Event Location, Park, and Date

Name or Organization or Group organizing the Event:_____

Name of Event:_____

Main Contact Person:_____

Mailing Address:_____
Street City Zip code

E-mail Address:_____

Office/Home Phone #:_____ Day-of-Event Cell Phone #:_____

Fax #:_____ Website for event/organization: _____

1st Choice Event Date:_____ 2nd Choice: _____ 3rd choice:_____

Total Event Time (Approximate start/end; **incl. set up & clean up**) _____

Desired Park:_____ Is your event open to the general public? _____

Please check the box for the attendance range of the event you are requesting **(including staff, volunteers, and participants)**

[ ] Special Use Event Permit (up to 250 people) $50 fee payable to Monroe County Parks Department
[ ] Special Use Event Permit (251-1000 people) $150 fee payable to Monroe County Parks Department
[ ] Special Use Event Permit (over 1000 people) $350 fee payable to Monroe County Parks Department

Please describe what type of event you are proposing, **including projected actual attendance** (including staff, volunteers, and participants). We also need you to submit an attendance report after your event is over.

_____
_____
_____
_____

Please describe the requested location(s) within the park, or provide a map of the space requested and/or of the Walk/Run/Ride Route:

_____
_____
_____
_____

Special Use Application, A: Event Part 1, continued

Please remember to submit Part 1 of the application at least 45 DAYS prior to your proposed event.

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[ ] Do you plan to sell tickets for *admission to* your event?_____

Can one BE AT your event without a ticket? If NOT, please contact us concerning additional approvals your event will require for this activity. According to section 323-21-B of the Parks Law, no person shall solicit or engage in any business, trade, commercial transaction or other activity within a park involving the sale of merchandise or services or **for which any fee, payment, donation or other consideration is REQUIRED** or requested except for duly authorized concession agreements or other agreements for park purposes which shall have been approved or authorized by the County Legislature.

[ ] Shelters and Lodges

If your event requires the use of Shelters or Lodges (MOST DO, in order to account for parking needs) please visit www.monroecounty.gov/parks and click into our online "Parks Reservations System."

-Once you're there:

-Request a Park, then Request a Facility Type (Lodge or Shelter), then Request a Date, then Click "Make Reservation" and follow payment instructions.

-You can also visit the Monroe County Parks Department or call Heather Halstead at 585-753-7280 to reserve Shelters or Lodges.

-If your event is before approximately May 1st, or after approximately October 31st, Park Shelters are not winterized and/or not maintained during this period (most lodges are still available during the winter). Shelters may therefore be unavailable for use during this off-season. However, if you still require the use of these Shelters during this off-season, special arrangements can sometimes be made to clean and prepare a Shelter for your event. Regular Shelter fees will apply.

-PLEASE NOTE: Your organization may be required to rent additional facilities (that you may not actually need/use) in order to accommodate the parking needs your event requires. See "Parking/Shuttles" section below for details.

-If you would like to rent the Highland Bowl, please contact us directly for venue-specific regulations, pricing, and availability.

Please list the Shelter(s) and/or Lodge(s) that your event is requesting to reserve, or have already reserved:

_____

_____

_____

[ ] Parking/Shuttles

If your event will require additional parking beyond the spaces designated to your Shelter/Lodge/Field space, or the designated parking for other Shelters/Lodges/Field spaces that you haven't rented are not available for other potential renters, we may require that you rent these additional Shelters/Lodges/Field space/s. In some cases, you may need to organize a shuttle service, to and from a remote location, in order to accommodate all of your parking needs. ***Parking on the grass is only allowed with special permission from the Monroe County Parks Department, and is only allowed during favorable ground/weather conditions. Please plan to recruit volunteers or staff to manage parking and post signs during your event that will direct participants to the appropriate available parking areas.***

How many volunteers will be on parking duty at your event?_____

Please describe below or attach a description of your parking plan if your event requires more parking than is available at the Shelter/s and Lodge/s that you have rented?_____

_____

_____

_____

Special Use Application, A: Event Part 1, continued

Please remember to submit this section of the application at least 45 DAYS prior to your proposed event.

PLEASE do not submit Part 2 at the same time as Part 1, unless Part 2 is COMPLETE.

[ ] Athletic Field Use

If your event will occupy the athletic fields adjacent to or nearby your Shelter/Lodge/Event area, or you specifically require the use of said fields, we may require you to rent those fields at $35 per day, per field. There are many sports leagues that use the athletic fields; therefore, necessary arrangements will need to be coordinated.

The Monroe County Parks Department reserves the right to cancel/postpone use of particular fields based on conditions or use.

Please list which athletic fields your event will require? *(You can find park maps at www.monroecounty.gov/parks)*

_____

_____

_____

[ ] Invoice

You can request to have an invoice written for all your fees so you can pay for everything with one transaction. Please contact us for details. Payments can be made by check, money order, cash, Visa, or MasterCard.

Rules and Regulations

The Permittee agrees to the following:

1. Must have a responsible person, over the age of 21, available onsite for the entire event, including set up and cleanup.
2. Must perform all required maintenance and clean-up of entire site during and after the event.
3. All parks are Carry-in/Carry-out, unless otherwise noted, which means you must take your trash out of the park; we do not provide dumpsters or trash cans.
4. May not close any park, village, town, city, or state roads without proper permission from all relevant entities.
5. Is responsible for payment for costs related to event and any damages to area or equipment.
6. Must possess Special Use Event Permit during the event.
7. Must follow Monroe County Parks Laws as laid out in http://ecode360.com/11765513
8. Must make no permanent markings on park grounds (i.e. spray paint, nails in trees). Only non-permanent "spray chalk", chalk, tape, flags, or signage may be used to orient event participants. You will be charged for cleanup of permanent markings. All signs must be cleaned up and removed before vacating the park.
9. Balloon launches or releases are not permitted in the Monroe County Parks.
10. Amplified music is only permitted in certain parks and at certain facilities.

Monroe County:

1. Reserves the right to issue or deny permits.
2. Reserves the right to cancel the Permit if the Permittee is in violation of the terms and conditions of the Permit.
3. Reserves the right to postpone or cancel any organized events or field usage that could do permanent damage. Park Supervisors will alert us if conditions are not safe or appropriate, and we will contact you.

I, the undersigned, as the representative of my organization, hereby submit Part I of the Special Use Event Application for approval. The information and details that I have provided to the Monroe County Parks Department about my event are accurate to the best of my knowledge. I have read and agree to the above rules and regulations.

_____ _____

Signature Date