

2016 SPECIAL USE APPLICATION INFORMATION PAGE



PLEASE review this information page to determine which application or applications you need to print out, complete, and submit (they are not able to be filled out online). We appreciate you providing the following applications so we can coordinate & facilitate a safe, enjoyable experience for you, your group, and all other Park users. You do not have permission for your activity until a Permit is issued to you from the Monroe County Parks Department.

Special Use Applications are to be filled out if your PROPOSED activity is ANY of the following *(not an exhaustive list)*

#1) It is open-to-the-public; and/or

#2) It falls into any of the six categories described below:

- A. **Event:** All open-to-the-public Benefits or Fundraisers; All Races, Runs, Walks, or Rides, etc.; all Festivals, Concerts, or Performances; all Commercial Film/Photo Shoots; all Fishing Derbies, Boating Events, Summer Camps, and all Camping events that are over 50 people. **Please note: You may also need to submit Parts E and/or F.**
- B. **Field:** All single-day or seasonal athletic field use, leagues, tournaments, and athletic events; all fee-based Clinics, Classes, Tours, or Recreation Club activities or programs that are not considered Events. **Please note: You may also need to submit Parts E and/or F.**
- C. **Recreation/Other:** All free and open-to-the-public Clinics, Hikes, Classes, Tours, or Recreation Club activities or programs that are also less than 25 people (over 25 people will need to complete a Field or Event Application); all Non-commercial or Student Film/Photo Shoots. This category is a catch-all for other activities for which we want visibility.
- D. **Private Rental:** All Lodge or Shelter rentals putting up tents larger than 10x10 feet. All large (i.e. over-capacity of lodge or shelter) Weddings/Ceremonies/Receptions/Photos, Rehearsal Dinners, Corporate Functions, Company Picnics, Church Picnics, Graduation Parties, Pig Roasts, Fraternity or Sorority Parties, etc.; all requests for a private event that is not associated with a lodge or a shelter (Rental of additional facilities may be required in order to accommodate your parking, bathroom, or other needs.) **Please note: You may also need to submit Part E.**
- E. **Tent:** All Special Use Events (A), Private Rentals (D), or any other Shelter/ Lodge/Facility rentals with tents larger than 10x10 tents need to also submit the Special Use Tent Permit Application (Part E). All tents must be in conjunction with a facility, lodge, or shelter rental.
- F. **Vendor:** All Special Use Events (A), Field (B), Recreation (C), or Private Rentals (D) with groups selling anything on Park grounds need to also submit the Special Use Vendor Permit Application (Part F).

[] **Timeline:** If you are planning to obtain a Special Use Permit for a Monroe County Park in 2016, please fill out the pertinent page/s in this document and submit it/them to the Monroe County Parks Department according to the schedule below:

- A. **Event-** Part 1 at least 45 days prior to your proposed event. Part 2 at least 21 days ahead of your proposed event.
- B. **Field-** starting January 29, 2016 at 8:30am, and at least 21 days ahead of your proposed activity/ies or program/s.
- C. **Recreation-** at least 21 days ahead of your proposed activity/ies or program/s.
- D. **Private Rental-** upon reservation of facility, and at least 21 days ahead of your date/reservation.
- E. **Tent-** upon submission of Part A or D, and at least 21 days ahead of your date/reservation.
- F. **Vendor-** upon submission of Part A, B, C, or D, and at least 21 days ahead of your date/reservation.

***Submitting applications earlier than the timeline suggests increases chances of accommodation and permit being issued.**

[] **Contact Information:** Please submit your completed application/s and any pertinent accompanying documents via e-mail to rlaysen@monroecounty.gov, via fax 585-753-7284, via US Mail, or in person at 171 Reservoir Ave, Rochester, NY 14620. You can also visit www.monroecounty.gov/parks, the Monroe County Parks Department, or contact Ryan Loysen at 585-753-7281 in order to obtain blank copies of this "Special Use Application" and/or obtain other pertinent information about obtaining permits in the Monroe County Parks. Most items in blue are webpage or email links in the online version of this document. ***If your organization has several events planned for 2016 of a similar nature, you only need to fill out this application once, as long as you also include detailed information about each separate activity date.**

2016 SPECIAL USE APPLICATION INSURANCE REQUIREMENTS



PLEASE review this page to obtain the INSURANCE REQUIREMENTS associated with Special Use Permits.

[] **Insurance:** If your activity qualifies as a "Special Use", as noted on Page 1 please note:

1. Your group/organization must supply proof of insurance coverage, in the form of an ACORD Certificate of Insurance ("COI"), that shows general liability insurance with single limits of liability in the amount of \$1,000,000 per occurrence, and \$3,000,000 general aggregate coverage.
 - a. When requesting the COI from your insurance company, kindly advise the insurance carrier that the COI must list "Monroe County 39 West Main Street, Rochester, New York 14614" in the Certificate Holder box and "Monroe County" as "additional insured" in the Description of Operations box.
 - b. You must also provide an Additional Insured Endorsement Form for the COI.
2. ALSO, if your Special Use involves employees, or if your organization is a corporation, limited liability company, or any other allowable entity other than a person, proof of the following coverage is also required:
 - a. Worker's Compensation and
 - b. Disability Insurance
3. ALSO, if your Special Use involves an automobile, proof of automobile liability insurance is also required.
4. Part D applicants (Special Use Private Rental) only need to have tent or recreation equipment providers submit insurance. They do not need to provide insurance for their permit if there are no tents or recreation equipment involved.

Monroe County Summary of Insurance Requirements (more detailed)

1. Provide ACORD Certificate of Insurance Form. Certificate Holder Information:
 - Monroe County
 - 39 West Main St., Room 200
 - Rochester, NY 14614
 - Attn: (Insert Specific Department Name)
2. Provide the Following Insurance Coverages:
 - A. General Liability Insurance
 1. \$1 million per occurrence
 2. \$3 million aggregate
 3. Name **Monroe County** as additional insured and provide additional insured endorsement showing same (NOTE: ACORD Form alone is INSUFFICIENT for additional insured proof)
 4. If aggregate coverage is less than \$3 million:
 - a. excess or umbrella coverage in an amount to provide \$3 million total
 - b. excess/umbrella coverage must name **Monroe County** as additional insured and provide additional insured endorsement form showing same
 - B. Automobile Liability Insurance
 1. \$1 million per occurrence for bodily injury and property damage
 2. Name **Monroe County** as additional insured and provide additional insured endorsement form showing same (NOTE: ACORD Form alone is INSUFFICIENT for additional insured proof)
 - C. Workers Compensation Insurance (obtain forms from NYS Workers Comp website, www.wcb.ny.gov) Provide one of these certificates, depending upon vendor's business and employees:
 1. C-105.2 (or U-26.3)
 2. SI-12 (or GSI 105.2)
 3. CE-200
 NOTE: ACORD Form alone is INSUFFICIENT
 - D. Disability Benefits Insurance (obtain from www.wcb.ny.gov). Provide one of these certificates, depending on type of coverage:
 1. DB-120.1
 2. DB-155
 3. CE-200
 NOTE: ACORD Form alone is INSUFFICIENT