

# SPECIAL USE APPLICATION

CHERYL DINOLFO  
COUNTY EXECUTIVE



LARRY STAUB  
DIRECTOR OF PARKS

## INFORMATION PAGES

### Categories of Special Use

- 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 eight categories described below:**
    - **A. Event:** All open-to-the-public Ticketed Events, Benefits, Charity Events, Awareness Events, or Fundraisers; All Races, Runs, Walks, Triathlons, or Bicycle or Motorcycle Rides, etc.; all Festivals, Concerts, or Music & Theater Performances/Events, Food Truck Events; all Fishing Derbies, Boating Events, Memorial Events.
    - **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 small/ less than 25 people (over 25 people will need to complete a Field or Event Application). This category is a catch-all for other activities for which we want visibility.
    - **D. Private Rental:** 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 any tents over 15x15 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).
    - **G. Camping & Summer/School Break Camps:** All Youth and Scout camping groups over 50 people; all Camporees, Klondikes, and large camping events; all requests for non-designated and/or unique camping locations; all Summer or school break camps.
    - **H. Film/ Photo/ Video:** All commercial, non-commercial, or Student Film, Photo, or Video Shoots/ Projects.

## Contact Information

- For Event Permits (and for Vendor Permits & Tent Permits associated with Events) you can call the Special Events Coordinator, Heather Halstead, at 585-753-7280 or email [heatherhalstead@monroecounty.gov](mailto:heatherhalstead@monroecounty.gov).
- For Field, Recreation, Camping, and Film/Photo/Video Permits, you can call the Recreation & Education Coordinator, Ryan Loysen, at 585-753-7281 or email [rloysen@monroecounty.gov](mailto:rloysen@monroecounty.gov).
- For Private Rental Permits, you can call Park Representative, Jean Hermes, at 753-7275 or email [jhermes@monroecounty.gov](mailto:jhermes@monroecounty.gov).
- For Tent Permits (not associated with Events) you can call Park Representative, Curtis Perry, at 753-7275 or email [cperry@monroecounty.gov](mailto:cperry@monroecounty.gov).
- Please feel free to also reach out to us via fax 585-753-7284, via US Mail, or in person at 171 Reservoir Ave, Rochester, NY 14620.

## Submitting your Special Use Applications

1. Choose the appropriate category of Special Use application.
2. All applications are "fillable" online, but must be attached to an email message.
  - Click on the proper application at [www.monroecounty.gov/parks-forms](http://www.monroecounty.gov/parks-forms)
  - Save it to your desktop as "spec use app"
  - Then click "Save As"
  - Then name your file with the following format "park initials", "organization", "17" (example: "MPP Joe Schmo Organization 17")
  - Fill out all boxes in all sections
  - Click "Save" when you are done filling out the application
  - Attach your application to an email to the appropriate staff person]
3. You can also submit applications by U.S. Mail, or in person.

## Timeline for submission of Special Use Applications

If you are planning to obtain a Special Use Permit for a Monroe County Park, please fill out the pertinent application/s 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 the last Friday of each January, 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.
- **G. Camping-** upon reservation of facility, and at least 21 days ahead of your date/reservation.
- **H. Film, Photo, Video Shoot -** at least 21 days ahead of your proposed shoot.

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

\*\*If your organization has several events planned of a similar nature, you only need to fill out the pertinent application once, as long as you also include detailed information about each separate activity date.

# SPECIAL USE APPLICATION

## INSURANCE REQUIREMENTS PAGE

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## Insurance

If your activity qualifies as a "Special Use", as noted on Page 1 please note that your organization MUST provide **FIVE (5) insurance documents**:

### **1. ACORD Certificate of Insurance ("COI")**

- a. Valid "effective" and "expiration" dates
- b. Accurate policy number/s
- c. \$1m per occurrence
- d. \$3m general aggregate
  - i. or \$2m general aggregate PLUS \$1m Excess or Umbrella coverage
- e. "Monroe County 39 West Main Street Room 200, Rochester, NY 14614, Attn: Parks Department" must EXACTLY be listed in the Certificate Holder box in the lower left corner of the page.
- f. "Monroe County is additional insured for General Liability insurance" (and "Excess or Umbrella Liability" if relevant) must be listed in the Description of Operations box at the bottom of the page.
  - i. and/or the pertinent "Addl Insd" columns checked.

### **2. Additional Insured Endorsement Form** for the COI that has "Monroe County 39 West Main Street Room 200, Rochester, NY 14614, Attn: Parks Department" listed EXACTLY, and the pertinent policy number listed on it.

*NOTE: ACORD Form alone is INSUFFICIENT for additional insured proof*

### **3. Worker's Compensation insurance document** (3 options below)

- a. C-105.2 (or U-26.3) with "Monroe County 39 West Main Street Room 200, Rochester, NY 14614, Attn: Parks Department" listed in Box #2, and valid dates.
- b. SI-12 (or GSI 105.2) with "Monroe County 39 West Main Street Room 200, Rochester, NY 14614, Attn: Parks Department"
- c. or CE-200 (**Exemption Form**)

*NOTE: ACORD Form alone is INSUFFICIENT*

### **4. Disability insurance document** (3 options below)

- a. DB-120.1 with "Monroe County 39 West Main Street Room 200, Rochester, NY 14614, Attn: Parks Department" listed in Box #2, and valid dates.
- b. DB-155 with "Monroe County 39 West Main Street Room 200, Rochester, NY 14614, Attn: Parks Department" listed
- c. or CE-200 (**Exemption Form**)

*NOTE: ACORD Form alone is INSUFFICIENT*

### **5. Automobile Liability Insurance Additional Insured Endorsement Form**

- a. \$1m per occurrence for bodily injury and property damage

*NOTE: ACORD Form alone is INSUFFICIENT for additional insured proof*