

Adam J. Bello
Monroe County Executive



Patrick A. Meredith
Director of Parks

SPECIAL USE APPLICATION

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).
 - **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, Derek Smith, at 585-753-7281 or email DerekMSmith@monroecounty.gov.
- For Field, Recreation, and Film/Photo/Video Permits, you can call the Recreation & Education Coordinator, Derek Smith, at 585-753-7281 or email DerekMSmith@monroecounty.gov.
- For Private Rental Permits, you can call Park Representative, Kathleen Heaton, at 753-7275 or email KathleenHeaton@monroecounty.gov.
- For Tent Permits (not associated with Events) you can call Park Representative, Curtis Perry, at 753-7275 or email 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
 - 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:

- **Event-** At least 30 days prior to the event date.
- **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.
- **Recreation-** at least 21 days ahead of your proposed activity/ies or program/s.
- **Private Rental-** upon reservation of facility, and at least 21 days ahead of your date/reservation.
- **Tent-** upon submission of Part A or D, and at least 21 days ahead of your date/reservation.
- **Vendor-** upon submission of Part A, B, C, or D, and at least 21 days ahead of your date/reservation.
- **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

Adam J. Bello
Monroe County Executive



Patrick A. Meredith
Director of Parks

CHECKLIST OF INSURANCE DOCUMENTS AND AMOUNTS REQUIRED BY MONROE COUNTY

HELPFUL HINTS ARE IN RED

CONTACT YOUR INSURANCE COMPANY FOR ANY QUESTIONS OR TO OBTAIN DOCUMENTS #1-3

1. ACORD CERTIFICATE OF INSURANCE (COI) to meet these requirements:
 - a. GENERAL LIABILITY LIMITS:
 - i. \$1 million each occurrence AND
 - ii. \$3 million general aggregate
 1. OR lower general aggregate PLUS Excess or Umbrella Liability coverage in an amount to provide \$3 million total
 - b. *AUTOMOBILE LIABILITY LIMITS:
 - i. \$1 million combined single limit
 - c. DESCRIPTION OF OPERATIONS BOX: Must state: "Monroe County is additional insured for" all relevant policies and/or have all relevant "Addl Insr" columns checked.
 - d. CERTIFICATE HOLDER BOX:
 - i. Must list us as: Monroe County, 39 West Main Street, Rochester, New York, 14614, Attn: Parks Dept.
2. ADDITIONAL INSURED ENDORSEMENT FORM for general liability policy:
Must list us as: Monroe County, 39 West Main Street, Rochester, New York, 14614, Attn: Parks Dept. and/or have the policy number listed on the document.
3. *ADDITIONAL INSURED ENDORSEMENT FORM for automobile liability policy
Must list us as: Monroe County, 39 West Main Street, Rochester, New York, 14614, Attn: Parks Dept. and/or have the policy number listed on the document.

**CONTACT THE STATE OF NY at www.wcb.ny.gov FOR ANY QUESTIONS
OR TO OBTAIN DOCUMENTS #4-5**

4. WORKERS COMPENSATION: Please send in one of the following forms (obtain from www.wcb.ny.gov)
Must list us as: Monroe County, 39 West Main Street, Rochester, New York, 14614, Attn: Parks Dept.
 - a. C105.2 (or U-26.3)
 - b. SI-12 (or GSI 105.2)
 - c. CE- 200- **Submit this if you are exempt from needing Workers Compensation Insurance.**
 - **Only the above forms will be accepted.**
 - **ACORD COI alone cannot be accepted as proof of Workers Compensation Insurance.**
5. DISABILITY: Please send in one of the following forms (obtain from www.wcb.ny.gov)
Must list us as: Monroe County, 39 West Main Street, Rochester, New York, 14614, Attn: Parks Dept.
 - a. DB-120.1
 - b. DB-155
 - c. CE- 200 -**Submit this if you are exempt from needing Disability Insurance.**
 - **Only the above forms will be accepted.**
 - **ACORD COI alone cannot be accepted as proof of Disability Insurance.**