



*Department of Parks*  
Monroe County, New York

**Maggie Brooks**  
*County Executive*

**Lawrence A. Staub, Jr.**  
*Director*

**If you need to rent/reserve a Monroe County Park/Facility for a Special Use Event in 2009, please follow the directions below:**

- Visit [www.monroecounty.gov/parks](http://www.monroecounty.gov/parks) to download all of the appropriate applications, forms, and permits that are listed below.
  - *You can also visit the Parks Department at 171 Reservoir Ave, Rochester, NY, 14620 to pick them up, or call Ryan Loysen at 585-753-7281 to obtain the forms.*
- **Special Use Application-** If your event is open to the public or will have a large number of people, please fill out a "[Special Use Application](#)" as completely as possible, and submit this form to the Parks Department with the appropriate payment for fees.
  - *You can submit this form to the Parks Department via e-mail [rloysen@monroecounty.gov](mailto:rloysen@monroecounty.gov), fax 585-753-7284, US Mail, or in person at 171 Reservoir Ave, Rochester, NY 14620.*
- **Parks Reservation System-** If your event requires the use of Shelters or Lodges, please visit <http://www.monroecounty.gov/parks> and click into our online "Parks Reservations System".
  - Once you're there:
    - Request a Park
    - Request a Facility (lodge or shelter)
    - Request a Date
    - Click "Make Reservation" and follow payment instructions
    - *You can also visit the Parks Department at 171 Reservoir Ave, Rochester, NY, 14620, or call Ryan Loysen at 753-7281 to reserve the Shelters or Lodges up to a year in advance.*
- **Certificate of Insurance-** If your event is open to the public, please obtain a copy of your organization's "Certificate of Insurance" that lists Monroe County as "additional insured" and submit this form to the Parks Department via e-mail [rloysen@monroecounty.gov](mailto:rloysen@monroecounty.gov), fax 585-753-7284, US Mail, or in person at 171 Reservoir Ave, Rochester, NY, 14620.
- **Health Department Permit to Operate a Temporary Food Service Establishment-** If you or any vendors are providing food to the public (donated OR selling OR providing for free) fill out a "[Health Department Permit to Operate a Temporary Food Service Establishment](#)" as completely as possible, and submit to the Health Department at Food Protection, Room 1020, 111 Westfall Road, PO Box 92832, Rochester, NY, 14692, 585-753-5553.
  - Once you obtain your permit, please submit a copy to the Parks Department via e-mail [rloysen@monroecounty.gov](mailto:rloysen@monroecounty.gov), fax 585-753-7284, US Mail, or in person at 171 Reservoir Ave, Rochester, NY 14620.
    - This process excludes prepackaged, sealed, or single served items such as bottled water, pop, bags of chips, granola bars, etc.
    - Click here for "[Food at Events Guidelines](#)" to determine if you need to obtain a "[Permit to Operate a Temporary Food Service Establishment](#)".
    - You can apply to waive the associated fee by submitting the "[Health Dept Fee Waiver](#)" to the Health Dept, too.

## Special Use Event process-2009, cont'd

- **Vendors-** Please have any vendors (food or otherwise) download and complete a "[Special Use Application](#)" and submit to the Parks Department via e-mail [rloysen@monroecounty.gov](mailto:rloysen@monroecounty.gov), fax 585-753-7284, US Mail, or in person to the Parks Department at 171 Reservoir Ave, Rochester, NY 14620.
- **Inflatables, Bounce Houses, or Dunk Booths-** If you are renting/using any Inflatables, Rides, Bounce Houses, or Dunk Booths, the provider of the activity will need to submit a "Certificate of Insurance" to the Parks Department that lists Monroe County as "additional insured" as well.
  - You can submit this form to the Parks Department via e-mail [rloysen@monroecounty.gov](mailto:rloysen@monroecounty.gov), fax 585-753-7284, US Mail or in person at 171 Reservoir Ave, Rochester, NY 14620.
- **Alcohol Policy-** Click here to review the "[Monroe County Parks Alcohol Policy](#)" or visit [www.monroecounty.gov/parks](http://www.monroecounty.gov/parks) and look for Forms You Might Need.
- **Timeline/Schedule for Event-** Please provide us with the basic timeline of your event, including arrival time for set up, walk/run start time, and departure time.
  - You can submit this document to the Parks Department via e-mail [rloysen@monroecounty.gov](mailto:rloysen@monroecounty.gov), fax 585-753-7284, US mail, or in person at 171 Reservoir Ave, Rochester, NY, 14620.
- **Map/Layout of your Event-** Please provide us with a map that outlines items such as the space you plan to use, the route of your walk/run, and the placement of tents.
  - You can submit this document to the Parks Department via e-mail [rloysen@monroecounty.gov](mailto:rloysen@monroecounty.gov), fax 585-753-7284, US mail, or in person at 171 Reservoir Ave, Rochester, NY, 14620.
- You can submit all of your paperwork at once, or as you obtain and complete the forms, but it must all be in our possession at least 14 days before your event, so that we can issue your actual Special Use Permit and have all your important information to the Park Supervisors in plenty of time to prepare.
- 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.

We look forward to working with you to make sure that you get all the assistance you need from the Parks Department.

Thanks!

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