



Department of Parks
Monroe County, New York

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County Executive

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Director

**Check-list for Organizing your
Monroe County Parks Special Use Event in 2009**

- Contact, visit the Parks Department, or go to <http://www.monroecounty.gov/parks> to obtain all forms and applications
- Send in Special Use Event Application
- Pay for Special Use Event Application including fees (tents, vendors, recreation activities, etc.)
- Reserve shelters/lodges/athletic fields
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- Obtain Certificate of Insurance that lists Monroe County as "additional insured"
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- Consult "Food at Events Guidelines" document to determine if you need to obtain a "Permit to Operate a Temporary Food Service Establishment"
- Consult Health Dept at 753-5553 with specific questions about health permits
- Apply to waive the associated fee by submitting the "Health Dept Fee Waiver"
- Obtain Health Department "Permit to Operate a Temporary Food Service Establishment"
- Submit "Permit to Operate a Temporary Food Service Establishment" to Parks Department
- Have any vendors (food, goods, or otherwise) obtain and complete a "Special Use Event Application", check the "Single Day Sales Permit" box, and submit to the Parks Department
- Have any providers of Recreation Activities (Inflatables, Bounce Houses, Rides, Dunk Booths, or Rock Climbing Walls) submit their "Certificate of Insurance" to the Parks Department that lists Monroe County as "additional insured".
- Review Alcohol Policy, Tent Policy, Trash/Recycling Policy, Bathrooms/Porta-Johns statement, and Parking statement
- Review "Go Green" ideas document, and "Why Carry In, Carry Out" document
- Submit Timeline/Schedule for Event to the Parks Department
- Submit Map/Layout of Event to the Parks Department
- Meet with or talk to Park Staff to finalize logistics of event
- Contact and Check-in with Park Supervisor upon arrival at park

Now you're set to go! Good luck, and have fun!