



**If you need to rent/reserve a Monroe County Park/Facility
for a Special Use Event in 2010, please follow the directions below and
check each box as you complete that step**

- Visit www.monroecounty.gov/parks to download all of the appropriate applications, forms, and permits that are listed below, and to obtain any other pertinent information about event organizing.
- You can also visit the Monroe County 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 Event Application-** If your event is open to the public or will have a large number of people, or is some other out-of-the-ordinary use of the parks (see list below), please fill out a "Special Use Event Application" as completely as possible, and submit this application to the Parks Department with the appropriate associated fees **at least 30 days prior** to the event.
- Such events include those that are open to the general public, festivals, benefits, corporate functions, races, runs, walks, film/photo shoots, tournaments, athletic events, church picnics, concerts, large camping events, or those events that draw an amount of people that exceed the established Lodge or Shelter capacity.
 - Once you've completed this application, please submit it to the Monroe County Parks Department via e-mail 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 Monroe County Parks Department at 171 Reservoir Ave, Rochester, NY, 14620, or call Ryan Loysen at 753-7281 to reserve Shelters or Lodges.
 - If your event is before May 15th, or after October 15th, Park Shelters are winterized and/or not maintained during this period (Lodges are still available). Shelters may therefore be unavailable for use during this off-season. However, if you still require the use of these Shelters during this off-season, special arrangements can sometimes be made to clean and prepare a Shelter for your event. Regular Shelter fees will apply.
- Certificate of Insurance-** If your event qualifies as a "Special Use Event" as noted above, please obtain and submit a copy of your organization's "Certificate of Insurance" that lists Monroe County as "additional insured".
- Once you've obtained your Certificate or Insurance, please submit it to the Monroe County Parks Department via e-mail rloysen@monroecounty.gov, fax 585-753-7284, US Mail, or in person at 171 Reservoir Ave, Rochester, NY, 14620.
- Vendors-** Please have any vendors (food, goods, or otherwise) download and complete a "Special Use Event Application", check the "Single Day Sales Permit" box, and submit it with the appropriate associated fees.
- Once you or the Vendors have completed this application, please submit it to the Monroe County Parks Department via e-mail rloysen@monroecounty.gov, fax 585-753-7284, US Mail, or in person at 171 Reservoir Ave, Rochester, NY 14620.

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Health Department Permit to Operate a Temporary Food Service Establishment- If your organization or any vendors are providing food to the public (donated OR selling OR providing for free), please consult the Monroe County Health Department to determine if you need to fill out a "[Health Department Permit to Operate a Temporary Food Service Establishment](#)". If so, fill out the form as completely as possible, and submit to the Monroe County Health Department at Food Protection, Room 1020, 111 Westfall Road, PO Box 92832, Rochester, NY, 14692, 585-753-5553.

- This process excludes pre-packaged, sealed, individually-wrapped, or single-serving items such as bottled water, pop, bags of chips, granola bars, etc.
- Click here for "[Food at Events Guidelines](#)" to determine if you might 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 Monroe County Health Dept, too.
- *Once you or your food providers obtain your Monroe County Health Dept Permit, please submit a copy to the Monroe County Parks Department via e-mail rlaysen@monroecounty.gov, fax 585-753-7284, US Mail, or in person at 171 Reservoir Avenue, Rochester, NY 14620.*

Alcohol Policy- Click here to review the "[Monroe County Parks Alcohol Policy](#)" or visit www.monroecounty.gov/parks and look in the list of "Forms You Might Need".

- If you or any vendors plan to **sell** alcohol at your event, you or the vendor will need to contact the New York State Liquor Authority to obtain a Liquor License, and the associated regulations and requirements.
 - Please download a "Special Events Permit" from the State Liquor Authority's website at www.abc.state.ny.us and follow the appropriate instructions.
 - Please consult with Mary Jo Lattimore-Young at 716-847-3035, or 716-847-3057, at least 3 weeks before your event.
- *Once you or your vendor obtain your Liquor License, please submit a copy to the Monroe County Parks Department via e-mail rlaysen@monroecounty.gov, fax 585-753-7284, US Mail, or in person at 171 Reservoir Avenue, Rochester, NY 14620.*

Logistics Summary- Please submit a short "Logistics Summary" of your event details so that the on-site Park Supervisors/Staff can best prepare for, facilitate, and accommodate your event. This summary should include the following

- **Timeline/Schedule for Event-** Please provide us with the basic timeline of your event, including arrival time for set up, walk/run/activities start time, and departure time.
 - Please note any early arrivals must be specifically discussed and coordinated.
- **Map/Layout of your Event-** Please provide us with a map or description that outlines items such as the space you plan to use, the route of your walk/run, and the placement of tents, Porta-Johns, dumpsters, etc.
 - Please note the Monroe County Parks Department reserves the right to restrict use of certain areas or grounds, or placement of event equipment, which could damage park property.
- Please include **any other pertinent** or relevant information, requests, needs, or requirements that will help make your event run as smoothly as possible.
- *Once you've completed this write up, please submit it to the Monroe County Parks Department via e-mail rlaysen@monroecounty.gov, fax 585-753-7284, US mail, or in person at 171 Reservoir Ave, Rochester, NY, 14620.*

Parking/Shuttles- If your event will require additional parking beyond the spaces designated to your Shelter/Lodge/Field space, we may require that you rent additional Shelters/Lodges/Field space, or in some cases, organize a shuttle service to and from a remote location.

- If the designated parking for other Shelters/Lodges/Field space is not available or accessible to potential renters, we will need you to rent that Shelter/Lodge/Field space.

Athletic Field Use- If your event will occupy the athletic fields adjacent to your Shelter/Lodge/Event area, or you specifically require the use of said fields, we may require you to rent those fields.

- There are many sports leagues that use the athletic fields and so necessary arrangements will need to be coordinated.

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Recreation Activities Equipment- If you are renting/using any Inflatables, Rides, Bounce Houses, Dunk Booths, Rock Climbing Walls, or any other recreation activities, the provider of the activity will need to submit their "Certificate of Insurance" to the Monroe County Parks Department that lists Monroe County as "additional insured" as well.

- Once you or the provider obtain this Certificate of Insurance, please submit it to the Monroe County Parks Department via e-mail rloysen@monroecounty.gov, fax 585-753-7284, US Mail or in person at 171 Reservoir Ave, Rochester, NY 14620.
- Please include a description of your use of recreation activities in your "Logistics Summary".

Bathrooms & Porta-Johns- If your event has a large number of people, the bathroom facilities at your chosen park may not accommodate the total number of attendees. Also if your event is before May 15th, or after October 15th, some bathroom facilities are winterized during this period, and therefore may be unavailable for use during this off-season.

- In either of the above situations, you may be required to rent Porta-Johns.
- Should you be required to rent Porta-Johns, please include a description of how many you will have, when they will be delivered & picked up, and where you plan to place them in your "Logistics Summary".

Trash and Recycling Policy- All Monroe County Parks are "Carry In, Carry Out", which means that your organization is responsible for the trash and recycling generated during your event. If you choose, you may contact any of the local haulers to manage your event's waste and recycling for you.

- Please include a description of your trash plan, if and when dumpsters will be dropped off at the park, and where you plan to place dumpsters, in your "Logistics Summary".

Go Green- Review this document for ideas to "Go Green" and protect your Parks at your event.

Tent Policy- In most cases there is room and solid ground available for tents. However, tents may not be feasible in certain locations. Please indicate your intent to use tents when you complete your Special Use Event Application.

- There is an impact fee if you want to set up tents (no charge for up to 10x10 ft; \$40 for small tents up to 30x30 ft; and \$100 for tents larger than 30x30 ft.)
- Please include a description or a map of where you plan to put the tents, as well as the set up and take down times of your tents, in your "Logistics Summary".

Paperwork Deadline- You can submit all of your paperwork at once, or as you obtain and complete the steps, but it must all be in our possession **at least 14 days** before your event, so that we can issue your actual Special Use Event Permit and get your Logistics Summary to the onsite Park Supervisors/Staff in plenty of time for them to prepare.

Invoices- You can request to have an invoice written for all your fees, so you can pay for everything with one check. Please contact us for details.

Day of the Event- On the day of your event, please contact and check in with the onsite Park Supervisor/Staff for your park. Their phone numbers will be on your Special Use Event Permit. He/she will be able to advise you of any facility/field updates and soil/ground conditions, any special considerations, and provide any additional guidance or information to make your event run more smoothly.

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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