GENESEE COUNTY DEPARTMENT OF PARKS, RECREATION & FORESTRY
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THE COUNTY OF GENESEE

POLICIES AND PROCEDURES FOR COMMUNITY EVENTS IN COUNTY PARKS AND RECREATION AREAS

LIST OF CONTENTS

I. Background

II. Objectives for Community Events in Parks and Recreation Areas

III. Objectives for Community Events Policies

IV. Definitions

V. Classification of Events and Related Fees

VI. Event Application Process

VII. Event Allocation Prioritization

VIII. Contracts & Fees

IX. Role of the County

X. Assistance from the County

XI. Event Management

XII. Event Programming

XIII. Commercial Enterprises

Adopted 11/25/02
Resolution #393

POLICIES AND PROCEDURES FOR COMMUNITY EVENTS IN GENESEE COUNTY PARKS AND RECREATION AREAS

I. BACKGROUND

Concerns were raised about some events in our parks. This identified the need to provide information and direction on who should be allowed to hold such events, what conditions should apply, and how much assistance the County of Genesee should provide.

II. OBJECTIVES FOR COMMUNITY EVENTS IN PARKS AND RECREATION AREAS

The Genesee County Department of Parks, Recreation, and Forestry endorse the promotion of events in our parks to increase the sense of community.

To ensure that events in parks and recreation areas are compatible with the Community's needs, they have to meet Community Objectives for such events, namely:

1. To create a more livable, healthy community.
2. To encourage people to use parks, recreation areas.
3. To instill and encourage community spirit, pride and self-help.
4. To benefit the community economically.

III. OBJECTIVES FOR COMMUNITY EVENT POLICIES

To ensure that the Objectives for Community Events in Parks and Recreation Areas are achieved, it is important that there are appropriate policies and management procedures in place which:

1. Equitably permit, assist and promote community events.
2. Ensure that events are compatible with their proposed venues.
3. Provide a readily understood document, which defines the policies and processes in place to assist the development, promotion and maintenance of community events.

IV. DEFINITIONS

Events can be either a "Festival" or a "Special Event" and they can take place in either a park or recreation area.

Festival:

An organized celebration generally held on an annual basis, which is open to the general public, including merry-making and entertainment of many kinds, and honoring people, places or events.

Event:
An organized noteworthy happening, occurrence or contest designed for a definite purpose or occasion.

Public Open Space:
Genesee County Parks and Recreation Areas.

Parks Supervisor:
Employee of the County of Genesee, responsible for administration of festivals and events in Genesee County parks and recreation areas.

Event Coordinating Committee:
Group consisting of Parks Supervisor, Chairman of the Parks Advisory Committee, and all other community members assigned.

Event Manager:
The person designated by the event organizers as the prime person responsible for the event.

Community Group:
A Community Group shall mean a non-incorporated group composed of individuals joined together or a non-profit organization. The groups shall meet all the following criteria:

1. At least 75% of the members are residents of Genesee County or work at a business address in Genesee County.
2. Membership of the group is open and available to any Genesee County resident.
3. The purpose of the group will enrich the livability of the Genesee County community.

Non-Profit Organization:
Any organization that is registered.

Public Agency:
Any organization that operates on a not-for-profit basis.

Commercial Organization:
Any organization which operates on a for-profit basis.

Event Organizer:
The organization producing the event.

V. CLASSIFICATION OF EVENTS

Table 1 lists the “Range of Events” which Genesee County may allow in County owned public open spaces. The list is to be used as a guideline by the Parks Supervisor to determine the event classification, the amount of assistance the event may obtain, and the fees that may be charged.

VI. EVENT APPLICATION PROCESS

Regular Applicants:

- Letters are sent to previous event organizers requesting their requirements for the following year. They are asked to complete an enclosed SPECIAL EVENT APPLICATION FORM (Appendix D).
- Requests must be received in writing by November 1 for the following year.
- Once the final submissions have been completed, the Parks Supervisor determines if the event fits municipal objectives for community events and, if so, ranks these requests according to historical precedence, community event priorities and County policies.

Other Applicants:

An applicant for an event must submit a completed SPECIAL EVENT APPLICATION FORM (Appendix D) to the Parks Supervisor. Application approval or rejection is at escalating levels, depending on the level of complexity, history and demands of the event. This application must be received six (6) months in advance of the preliminary date of event.

VII. EVENT ALLOCATION PRIORITIZATION

The criteria and order of priority for the allocation of parks, recreation areas in Genesee County will be as follows:

1. Programs, Festivals and special events sponsored by the County, Parks Department, or Parks Advisory Committee.
2. Community groups: Where an organized Community Group which is a regular user, and an informal group of occasional users apply for use of the same space at the same time preference may be given to the Community Group.
3. Non-Profit Organizations and Public Agencies.
4. Commercial Organizations holding non-promotional events that do not charge a fee or generate revenue.
5. Commercial Organizations within Genesee County.
6. Commercial Organizations outside of Genesee County.

VIII. CONTRACTS AND FEES

1. All site users will be required to contract with Genesee County in order to reserve exclusive use over any park or recreation area operated by the County of Genesee, even where fees for such use are not charged.
2. Any organization that is not a Community Group may be charged for the use of the site.
3. Liability Insurance Coverage of $1,000,000 is required, which names the event organizer, the County of Genesee as additionally insured.

IX. ROLE OF THE COUNTY

There are three roles the County may undertake in the development and support of community events. They are as follows:

1. Producer:

The County will direct and control all aspects of the event management. The Parks Supervisor will report directly to the County on all aspects of event operation. Control over the program and activities and event partnerships sponsorship will be exercised with a focus on emphasizing County community involvement and ensuring a professional and quality product.

2. Partner:

The County will enter into a joint venture with a non-profit community organization which lacks the resources to produce an event on their own, if certain criteria are met. The event must be mutually beneficial to both groups and the County's Goals and Objectives can be met without exercising total control. The County will enter into an agreement with the organization and clearly outline the exact obligations and restrictions of the partnership. Partnership will be dependent on the availability of County resources and negotiated on a yearly basis.

3. Assistant:

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The County will provide specific assistance to groups requiring services related to an event in the County. Sponsorship for specific benefits normally associated with the private sector shall be negotiated. The County will assist groups and be visibly associated with the event, but will not have overall responsibility for operation, outcome or shortfalls.

X. ASSISTANCE FROM THE COUNTY

Table 1 summarizes the level of assistance the County may provide. Note that commercial events are not eligible for assistance from the County. Those community groups or organizations seeking County assistance should include the following information with their application:

1. Full explanation of the assistance requested and its conformity with the levels and types of assistance defined in this Policies and Procedures Manual for Events in Parks and Recreation Areas.
2. Method of acknowledging County assistance

There are three types of assistance available which are not necessarily exclusionary. The County has set a range of fees which mitigate the County's costs in providing some of these items.

Type 1 - supply of tables, chairs, fencing, Porta-Johns, and trash receptacles by the Department of Parks, Recreation and Forestry.
Type 2 - supply and installation of tables, chairs, fencing, Porta-Johns, and trash receptacles by the Department of Parks, Recreation and Forestry.
Type 3 - specific event assistance such as promotional material

Appendix B relates to Department of Parks, Recreation and Forestry equipment rental policy and fees.

X.1 Promotional Assistance

The Parks Supervisor prepares promotional material which advertises all of the events in Genesee County Parks and Recreation Areas, and prepares promotional material for specific Municipal produced events. In accordance with the Assistance Guidelines, specific promotional material may be provided for other events, subject to the role and type of financial assistance the County is willing to adopt and provide.

X.2 Financial Assistance

It is not the intent of the County to provide financial assistance.

XI. EVENT MANAGEMENT

It is important that events start and finish at reasonable times and that noise levels are compatible with the neighborhood.

XI.1 An Event manager must be designated by the Event Organizer. The Event Manager will be the prime contact with the County, which, in normal circumstances will only be done via the Parks Supervisor.

XI.2 The Event Manager is responsible for the actions and consequences arising from the event. The Event Manager must:

1. Apply to Parks Supervisor using the Special Event Application Form (Appendix D) to book the event location and assistance required from the County.
2. Obtain adequate insurance for the event. See Appendix A
3. If food is to be served at the event, contact the Genesee County Health Department at 3837 West Main St., Batavia, New York 14020 (585) 344-8506 for a Temporary Food Establishment Permit application similar to Appendix C.
4. If a day camp is to be held as an event, contact the Genesee County Health Department at 3837 West Main St, Batavia, NY 14020 (585) 344-8506 for an inspection of the facilities.

XI.3 The Event Manager must obey the instructions of the Parks Supervisor.

XII. EVENT PROGRAMMING

XII.1 The Parks Supervisor will

1. Receive Event Applications.
2. Keep an up-to-date calendar of events.
3. Organize and oversee all County participation in the event.
4. Will work closely with Genesee County Parks personnel.

5. Will work closely with the Event Manager to determine the appropriate location for the event and its content.
6. Any concern that the Parks Supervisor or the Event Manager has which cannot be resolved between them, will be forwarded to the Event Coordinating Committee.
7. Set start and completion times for the Event, taking into account local ordinances and community and neighborhood concerns.

XII.2 If the Parks Supervisor is concerned for public safety or noise levels during an event, the Parks Supervisor shall advise the Event Manager who shall act promptly to ensure that public safety or noise levels are addressed. Failure to do so promptly could result in closure of the event by the Park Supervisor.

XIII. COMMERCIAL ENTERPRISES

Commercial enterprises are not permitted in parks unless specifically authorized by the Genesee County Legislature, i.e., Concession operator, or if the vendor is attending an approved event and is operating with the approval of the event organizers. Prior to the event, Event organizers are expected to provide the County with a list of those vendors they anticipate accepting on site so that all necessary Vendor Permit and Insurance issues can be resolved.

APPENDIX A

LIABILITY INSURANCE

DEFINITIONS

For the purpose of this Policy:

a) "Committee" shall refer to the Genesee County Parks Advisory Committee
b) "Renter" shall mean any individual or organization renting facilities and/or parks and facilities.
c) "County" shall refer to the County of Genesee

WHEREAS as agreement to indemnify the County for any loss, damage or costs suffered by the County is only as good as the Renter's ability to pay and whereas that ability will, in almost all cases, be predicated upon the extent to which the Renter is insured:

1. Any Renter, who contracts with and/or holds a permit from the County to use an outdoor County facility, must carry a liability insurance policy with the minimum value of one million dollars ($1,000,000) per occurrence and two million dollars ($2,000,000) aggregate that names the Renter as having first interest therein, and the County as additionally insured.
2. Any Renter who holds a permit to use a facility and/or parks and recreation areas, that is allocated by the Parks Supervisor on behalf of the County, shall carry a liability insurance policy with a minimum value of one million dollars ($1,000,000) per occurrence and two million dollars ($2,000,000) aggregate, naming the Renter as having first interest therein, and County as additionally insured.
3. Every Renter who carries this liability insurance shall, prior to the use of the facility, file a certificate of insurance with the County that details the type of insurance policy and the expiration date and identify the County as additionally insured.
4. Any Renter who subcontracts with a vendor for services during a permitted event shall require each vendor to carry liability insurance naming the Renter and County as additionally insured. The policy shall have a minimum value of one million dollars ($1,000,000) per occurrence.
5. At the time of the facility rental and/or permitting, any Renter who does not have a certificate of insurance filed with the County (see 3 above) will have that event canceled. At the same time, any subcontracted vendor who does not have a letter of insurance filed with the County (see 4 above) will not be permitted at the scheduled event.

PROCEDURES

1. The County Parks Supervisor shall keep a master list of all organizations who use County facilities and/or parks and recreation areas regularly and who have liability insurance.
2. It will be the responsibility of each Renter to forward a copy of the renewed certificate of insurance document to the Parks Supervisor each time said insurance is renewed.
3. From time to time, the County shall tender to insurance companies for an insurance policy for liability insurance coverage that can be passed on to Renters who will be charged according to the amount of time that they use a rented facility or are permitted to use a park or field for sports activities.
4. If a certificate of insurance is on file confirming that a Renter carries a liability insurance policy naming the County as additionally insured, but such policy has expired, the booking requested by that Renter should be tentative until the Renter supplies an updated letter. If the letter is not filed before the first date of the contract or permit, the event will be canceled.

Policy Statements are adopted by formal motion of the Genesee County Parks Advisory Committee.
The Parks Supervisor establishes procedures.

APPENDIX B

EQUIPMENT RENTAL POLICY

The equipment listed below is available as follows:

1. Tables, chairs, Port-A-Johns, and trash receptacles can be reserved from the Parks Supervisor or designate, in receipt of a refundable deposit as noted in Table 1. This deposit will be returned subject to return of equipment in good condition and quantity as given out.

INVENTORY OF EVENT EQUIPMENT

50 folding chairs

5 Folding Tables 8'L

5 Port-A-Johns

TEMPORARY FOOD SERVICE ESTABLISHMENTS

When, in the opinion of the Genesee County Health Department, no imminent hazard to the public health will result, temporary food service establishments, e.g.: bake sales, “hot dog days”, salmon barbecues, seasonal fairs, etc. may be permitted to operate.

Non-hazardous foods, (usually safe foods) are those which may be kept safely at room temperature for a period of time, e.g.: bread, cookies, raw, cooked or dry fruit, raw vegetables, pickles, relishes, some hard cheeses, salami, pepperoni and other dried sausages, etc.

Potentially hazardous foods are those which consist in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible Crustaceans, cooked potato, cooked rice or other ingredients including synthetic ingredients. (Section 14-2.3 Public Health Law, section 225)

APPLICATION

No food is to be served to the public until a letter of application is received and approved by the Public Health Inspector. This application should be received at least seven business days prior to staging of the event. If not received seven business days in advance an additional $10.00 late fee may be applied. Approval will be limited to the information supplied within the application. The minimum of information that must be supplied is shown below:

a) Dates of Event
b) Fees - checks or money orders to be payable to Genesee County Treasurer
c) Name of Event - e.g.: Old World Octoberfest.
d) Location - e.g.: Genesee County Park and Forest
e) Name of operation - stand name, e.g.: Joe’s French Fries.
f) Name of operating “person” - owner’s name or organization name
g) Food to be served - list menu
h) Special provision will be filled out by Health Department

PERMIT

Approval to operate will be by permit issued by the Genesee County Health Department, at 3837 West Main Street, Batavia, NY 14020. This Temporary Food Service Establishment Permit will be applicable for the exact period of the operation.

FOOD PREPARATION

(1) Actual food preparation on site should be minimal, e.g.: barbecuing salmon, hot dogs, and hamburgers. (All other food preparation to be done in an approved food premises).
(2) All food must be protected from all contamination.
(3) Individual condiment packages are recommended for use.
(4) Perishable foods must be maintained below 45'F or for hot foods above 140'F.
(5) Single service supplies only must be used to serve food to the public.

SANITARY FACILITIES

(1) A supply of potable water will be provided by the Department of Parks and Recreation via municipal source at a cost to each establishment.
(2) A sink or sinks should be provided for each food facility with, where feasible, a supply of hot and cold water.
(3) Liquid soap and hand dryers should be provided for hand washing.
(4) Method of liquid and solid waste removal to be approved by the Public Health Inspector.

GENERAL

When an organization or club is sponsoring a special event in which there will be a number of individual concessions, the following is suggested in order to facilitate the Local Health Unit approval process.

1) A co-coordinator shall be appointed to make the application and be the contact person relative to all food handling concessions.
2) The co-coordinator will obtain all pertinent information, including completion of an Application for Permit form for each concession.

In addition, information must be appended to this form indicating the types of food to be provided, source of food, method of preparation, serving and protection.

- Prior to commencing operation, and subject to compliance with all necessary requirements, the Public Health Inspector will issue permits to the operator of each concession.
- The co-coordinator may be liable for any concession operating without Health Department approval.
- A Certificate of Insurance is also required from each food concession with the Certificate Holder identified as the Genesee County Legislature, c/o Department of Parks, Recreation, and Forestry, 153 Cedar Street, Batavia, NY 14020.

COMMUNITY EVENT APPLICATION # _____

SPECIAL EVENT USE APPLICATION FORM

GENESEE COUNTY DEPARTMENT OF PARKS, RECREATION & FORESTRY
153 CEDAR STREET, BATAVIA, NY 14020
Phone (585) 344-8508 – Administration/Reservations/Parks Supervisor
Phone (585) 344-1122 – Interpretive Nature Center
Fax (585) 343-9303
Website: www.co.genesee.ny.us/dpt/parks

Timothy Hens
Highway Superintendent
Paul Osborn
Parks Supervisor

TODAY'S DATE:_____ DATE(s) REQUESTED:_____ TIME_____ to _____

PARK LOCATION REQUESTED: ☐ GENESEE COUNTY PARK AND FOREST ☐ DeWITT RECREATION AREA

PAVILION(s) REQUESTED FOR EVENT_____

INFORMATION ABOUT YOUR GROUP **MAKE CHECKS PAYABLE TO: *GENESEE COUNTY TREASURER***

NAME OF APPLICANT ORGANIZATION OR INDIVIDUAL: _____

TYPE OF GROUP (refer to definitions): _____

MAILING ADDRESS: _____

CITY, STATE_____ ZIP_____

TELEPHONE # (DAY)_____ (NIGHT)_____ (EMAIL)_____

NAME OF EVENT MANAGER (Person in Charge): _____

INFORMATION ABOUT YOUR INTENDED USE OF MUNICIPAL FACILITIES

EVENT NAME: _____

EVENT PURPOSE & DESCRIPTION: _____

EXPECTED SIZE OF AUDIENCE: _____ RESIDENTS (#): _____NON-RESIDENTS (#): _____

HISTORY OF EVENT (If any): _____

ADMISSION FEE CHARGED? ☐ YES ☐ NO PROPOSED USE OF PROCEEDS FROM EVENT (craft sales, concessions, admittance, etc.): _____

_____

PROPOSED EVENTS/ENTERTAINMENT/ACTIVITIES (Including food & beverage service): _____

_____

LEVEL OF ASSISSTANCE REQUESTED: _____
(Tables, chairs, fencing, facilities, trash receptacles)

CERTIFICATE OF INSURANCE REQUIRED FOR ORGANIZATION: ☐ YES ☐ NO

EVENT AUTHORIZED BY: _____ DATE_____

NO REFUNDS. PERMIT MUST BE PRESENTED TO PARKS SUPERVISOR OR STAFF ON REQUEST
PLEASE OBSERVE ALL DEPARTMENT RULES AND REGULATIONS – SEE BOOKLET
ANY VIOLATION OF DEPARTMENT RULES AND REGULATIONS MAY RESULT IN CANCELLATION/TERMINATION OF EVENT

REMEMBER THIS IS A CARRY-IN CARRY-OUT PARK SYSTEM

HOLD HARMLESS AGREEMENT

The undersigned is over 21 years of age and has read the form and attached regulations and agrees to comply with them. He/she agrees to be responsible to the municipality for the use and care of the facilities. He/she, on behalf of _____ does hereby covenant and agree to defend, indemnify and hold harmless Genesee County from and against any and all liability, loss, damages, claims, or actions (including costs and attorneys fees) for bodily injury and/or property damage, to the extent permissible by law, arising out or in connection with the actual or proposed use of Genesee County's property, facilities and/or services by _____.

_____ _____ _____
Name of Organization Date Signature of Organization's Representative

_____ _____
Address Telephone Number

READ ATTACHED REQUIREMENTS AND RETURN APPLICATION TO:
GENESEE COUNTY DEPARTMENT OF PARKS, RECREATION & FORESTRY
153 CEDAR STREET, BATAVIA, NY 14020
ATTENTION: PARKS SUPERVISOR

GENESEE COUNTY DEPARTMENT OF PARKS, RECREATION & FORESTRY
153 CEDAR STREET, BATAVIA, NY 14020

FACILITY USE REQUIREMENTS

The use of all recreational and parks facilities shall be subject to the approval and rules of the Genesee County Park Law administered by the Genesee County Supervisor of Parks and Recreation or his/her designee.

1. Organizations and Individuals wishing to use Genesee County facilities shall first apply to the Supervisor of Parks and Recreation on the prescribed form. The Supervisor of Parks and Recreation or his/her designee has final authority on approval.
2. In the event of inclement weather, the Supervisor of Parks and Recreation or his designee has the final authority on whether facilities are usable.
3. **Intoxicants shall not be brought onto municipal facilities at any time.**
4. All posted rules must be adhered to.
5. Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited, and those violating this prohibition will be ejected from the premises.
6. Any damage to municipal facilities shall be promptly repaired at the user's expense. No exceptions. If maintenance personnel are not available, make sure all doors are locked and lights are turned out when leaving.
7. Organizations using the facilities must clean up afterwards.
8. Permits may be revoked at any time.
9. Any organization with youth under 18 years old requires the presence of adequate adult supervision at all times.
10. The fee for use is payable before use begins. (See Table 1 and Pavilion Fee Schedule-APPENDIX E)
11. The emergency telephone number for police and Fire is: 911. The appropriate authority must be contacted in the event of an emergency.
12. When required, users must provide the following insurance prior to using facilities.
    FAILURE TO DO SO PRIOR TO USE WILL RESULT IN REVOCATION OF YOUR PERMIT.

Commercial Users:

A. The user hereby agrees to effectuate the naming of Genesee County as an unrestricted additional insured on the user's policy.
B. The policy naming Genesee County as an additional insured shall:
   1. Be an insurance policy from an A.M. Best rated "secured" NYS licensed insurer;
   2. Contain a 30-day notice of cancellation;
   3. State that the organization's coverage shall be primary coverage for the Genesee County Legislature, Parks Advisory Committee, employees and volunteers; and
   4. Additional insured status shall be provided with ISO endorsement CG 2026 or its equivalent.
   5. The Certificate Holder shall be identified as the Genesee County, 7 Main Street, Batavia, NY 14020.
C. The user agrees to indemnify Genesee County for any applicable deductibles.
D. Enclosed a copy of the endorsement providing additional insured status.
E. Required Insurance:
   - **Commercial General Liability Insurance**
     $1,000,000 per occurrence/$2,000,000 aggregate
F. User acknowledges that failure to obtain such insurance on behalf of Genesee County constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to Genesee County. The user is to provide Genesee County with a certificate of insurance, evidencing the above requirements have been met. The failure of the municipality to object to the contents of the certificate or the absence of it shall not be deemed a waiver of any and all rights help by the municipality.

Individuals:

Required Insurance:

- **Homeowners Insurance**
  Section Two- Liability: $100,000 limit of liability. Policy shall not exclude the off-premises activities of the Insured.

2009 PAVILION FEE SCHEDULE

GENESEE COUNTY PARK & FOREST, Bethany, New York					
Location	**Amenities Available**	**Size**	**# People**	**$**	**Dates Available**
*Pavilion A	Electric, Water Spigot, Grills, Flush Toilets, Horseshoe Pits, Ball Fields, Playground, Volleyball Net, Fireplace	20x40	60	$50.00	Jan1 - Dec 31
*Pavilion B	Electric, Water Spigot, Grills, Flush Toilets, Horseshoe Pits, Ball Fields, Playground, Volleyball Net, Fireplace	20x40	60	$50.00	Jan1 - Dec 31
**Pavilion B1	Electric, Flush Toilets Nearby, Grill	14x14	25	$25.00	May1-Sept30
*Pavilion B2 (Veterans)	Electric, Flush Toilets Nearby, Grill	18x20	35	$25.00	May1-Sept30
**Pavilion C	Flush Toilets Nearby, Grill	16x16	25	$25.00	May1-Sept30
*Pavilion D	Chalet Style Pavilion, Electric, Water Spigot, Flush Toilets, Grills, Horseshoe Pits, Playground, Volleyball Net	L-Shaped	120	$50.00	May1-Sept30
*Pavilion S	Electric, Water Spigot, Grills, Flush Toilets & Playground Nearby, Horseshoe Pits, Volleyball Net	20x30	50	$50.00	May1-Sept30
**Pavilion S1	Flush Toilets Horseshoe Pits & Playground Nearby, Grill	8x10	10	$0.00	
**Pavilion S2	Flush Toilets Horseshoe Pits & Playground Nearby, Grill	8x10	10	$0.00	
**Pavilion S3	Flush Toilets Horseshoe Pits & Playground Nearby, Grill	16x16	35	$25.00	May1-Sept30
Dike Pond Pavilion	Grill	10x10	10	$0.00	
**Fleming Pavilion	Grill	15x15	25	$25.00	May1-Sept30
*Pavilion E	Electric, Water Spigot, Flush Toilets, Grills, Horseshoe Pits, Volleyball Net, Playground	20x40	60	$50.00	May1-Sept30
**Pavilion E1	Flush Toilets Horseshoe Pits & Playground Nearby, Electric, Grill	15x20	30	$25.00	May1-Sept30
**Pavilion E2	Flush Toilets Horseshoe Pits & Playground Nearby, Grill	16x16	25	$25.00	May1-Sept30
**Pavilion F	Flush Toilets & Playground Nearby, Grill, Horseshoe Pits	15x15	25	$25.00	May1-Sept30
Pavilion G	Water Spigot, Grill, Wetland & Interpretive Center. Nearby	16x16	35	$25.00	May1-Sept30
Pavilion H	Grill, Interpretive Ctr. & Boy Scout Area Nearby	16x16	35	$25.00	May1-Sept30
DeWITT RECREATION AREA, Batavia, New York					
*Pavilion 1	Flush Toilets &Walking Track & Playground & Fishing Dock Nearby, Grills	30x55	150	$50.00	May1-Sept30
*Pavilion 2	Electric, Flush Toilets, Playground & Walking Track & Fishing Dock Nearby	45x60	200	$50.00	May1-Sept30
*Pavilion 3	Flush Toilets & Walking Track & Playground & Fishing Dock Nearby	10x12	20	$25.00	May1-Sept30

TABLE 1

RANGE OF EVENTS

	A Produced and Programmed by Parks Department	**B** Produced & Organized by Municipal Group or Government Agency	**C** Produced & Organized by Non-profit Group/Public Agency/ Club/Community Group	**D** Produced & Organized by Private Group	**E** Produced & Organized as a Commercial Venture
Example of Approved Event	Concerts in the Park, Environmental Education Programs, Earth Day, Fishing Derby, Volunteer Day	Conservation Field Days, Envirothon, Memorial Services, Survival Challenge,	Girl Scout & Boy Scout Day Camps, Klondike Derby, Girl Scout & Boy Scout Camp-Outs, Picnic in the Park, Car Show, Scout Spook-A-Ree, Ecology Day, Gen.-Liv. Cross Country	Company Picnics, Weddings, Meetings	Political Parties
Primary Audience	General Public	General Public	General Public	Invited Guests, Special Interest Groups	Fee Paying Audience, Special Interest Groups
Beneficiary of any fees or Commercial Venture	Municipality	Other Level of Government	Service Club/ Community Project	Private Group	Commercial Venture
Role of Municipality	Producer/Co-Producer	Assist	Assist	No Assist	No Assist
Park and Open Space Rental Fee	None	None	$100	To be Negotiated	To be Negotiated
Refundable Damage and Clean-up Fee	None	$100	$100	To be Negotiated	To be Negotiated
Fee for Supply of fencing, tables (see “Equipment for Rental” addendum)	None	Fees may be applied	Fees may be applied	N/A	N/A
Fee for Assisting with Set Up/Dismantling of Park Rental Equipment: fencing, tables, porta-johns	None	Fees may be applied	Fees may be applied	N/A	N/A
Provision of Insurance: All groups require insurance. If they do not carry appropriate insurance, they should refer to that section of the Policy and Procedures Manual for Information on Insurance.					