



# VILLAGE OF NEW PALTZ

## Park Use Policies

Individuals and organizations of the Village / Town of New Paltz are welcome to request use of Village parks or other Village owned locations for special events. Requests are reviewed and approved on a first-come, first-served basis by the Mayor and Board of Trustees. Non-New Paltz residents/organizations are required to pay a nonrefundable Application \$25 administration fee at the time the application is submitted to the Village Clerk, 25 Plattekill Avenue, New Paltz, NY 12561

### **Park usage is subject to the following conditions:**

1. A completed Park Use Application must be on file with the Village Clerk, approved by the Village Board of Trustees and signed by the Mayor.
2. All organizations must submit a certificate of insurance to the Village Clerk upon approval of the Park Use Application, naming the Village of New Paltz as additional insured with a minimum of one million dollars (\$1,000,000.00) liability coverage applicable to the buildings and grounds of the Village of New Paltz. The Town of New Paltz must be identified as the co-insured on the certificate of insurance. The Village of New Paltz reserves the right to raise coverage limits depending on such factors as: type of activity, number of participants, and associated risk factors. Those seeking an exemption from this requirement must attach a written request to the Park Use Application.
3. Village park hours are from dawn to dusk. It is unlawful for any person to be in the park before dawn and after dusk. Event organizers, applicants and all park users are required to comply with all Village ordinances and the approval of a Park Use Application shall not constitute permission to violate, or exemption from prosecution for, any act or omission of event organizers, applicants and park users.
4. The use of Village parks or other Village owned locations for commercial purposes is prohibited.
5. Fundraising in Village parks or other Village owned locations including, but not limited to, admission fees, donation requests, solicitation or self-promotion in any form is prohibited unless it is specifically requested of and approved by the Village Board as a onetime event for a specific charitable purpose.
6. All vendors at the event must have vendor permits. The sale of food, beverages or other items requires both a Vendor's Permit and a certificate from the Ulster County Board of Health. Applications for Vendor's Permits are available from the Village Clerk.
7. Alcoholic beverages and smoking are prohibited. Cooking grills and open fires are prohibited. Firecrackers, fireworks and firearms are prohibited. Unleashed dogs / other animals are prohibited.

25 PLATTEKILL AVE • NEW PALTZ, NY 12561  
PHONE: 845.255.0130 • FAX: 845.255.4305 • TTY:

WWW.VILLAGEOFNEWPALTZ.ORG • [VONP@VILLAGEOFNEWPALTZ.ORG](mailto:VONP@VILLAGEOFNEWPALTZ.ORG)

The Village of New Paltz prohibits discrimination against and harassment of any person because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status, or any other characteristic protected under applicable federal or state law.

8. Supervision and/or security must be provided by the organization unless requested. Special arrangements may be made with the Town of New Paltz Police Department.
9. The organization identified on the Park Use Request Form is responsible and accountable for any damage to Village property or facilities related to the event.
10. All portions of the park used by the event participants must be left free of trash, including bagged trash removal.
11. A refundable deposit is required to offset bagged trash removal and other clean-up and/or damage costs. Deposits are payable to the "Village of New Paltz" and must be paid upon approval of the Park Use Application, unless otherwise noted below. The deposit schedule is as follows:
  - a. \$500 for groups of more than 500;
  - b. \$250 for groups of 100-500;
  - c. \$125 for groups of less than 100;
12. If the amplified sound at the event exceeds what is considered reasonable and acceptable, a warning will be given. Failure to comply with the amplified sound requirement could result in the termination of the event. (Section 143-2 A, Village Code) "The Board of Trustees finds that every person is entitled to have maintained noise levels which are not detrimental to life, health and the enjoyment of property, and that excessive and unnecessary noise within the Village of New Paltz affects and is a menace to public health, safety, welfare and the comfort of the people of the Village."
13. The Village of New Paltz shall be held harmless in the event of injury or accident related to the use of the park or other village locations during the event.
14. If tents are to be used for the proposed event, whoever is installing the tents **MUST** contact Dig Safe New York by dialing 811. A tent CANNOT be installed without approval from Dig Safe NY being involved. The Applicant will be held responsible for any damage caused during setup or take down of tents as well as damages suffered to persons or property during the event.

The Village of New Paltz does not discriminate based on race, ethnicity, creed, color, national origin, gender, marital status, sexual orientation, age, religion, or the presence of any sensory, mental, or physical disability, or status as a disabled person or veteran of war, in accordance with the Americans with Disabilities Act of 1990, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

Adopted Board of Trustees 3-27-2014 Effective 6-1-2014

Revised 9-27-2017

25 PLATTEKILL AVE • NEW PALTZ, NY 12561  
PHONE: 845.255.0130 • FAX: 845.255.4305 • TTY:

WWW.VILLAGEOFNEWPALTZ.ORG • [VONP@VILLAGEOFNEWPALTZ.ORG](mailto:VONP@VILLAGEOFNEWPALTZ.ORG)

The Village of New Paltz prohibits discrimination against and harassment of any person because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status, or any other characteristic protected under applicable federal or state law.



# VILLAGE OF NEW PALTZ

## Park Use Application

Individuals and organizations of the Village / Town of New Paltz are welcome to request use of Village parks for special events. Applications are reviewed on a first-come, first-served basis by the Mayor and Board of Trustees. Non-New Paltz residents/organizations are required to pay a non-refundable \$25 administrative fee at the time this application is submitted. This application is to be submitted or mailed to the Village Clerk, 25 Plattekill Avenue, New Paltz, NY 12561

**Before you sign the application, please read the attached Park Use Policies. Your signature means that you and your organization agree with and will abide by the Park Use Policies.**

**Park Requested:**  Hasbrouck  Peace  Sojourner Truth  Other Village location: \_\_\_\_\_

Event Name: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Start Time and End Time of event: \_\_\_\_\_

Set up time and clean-up time: \_\_\_\_\_

Rain Date(s) Requested: \_\_\_\_\_

Start Time and End Time of event: \_\_\_\_\_

Set up time and clean-up time: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Is the event open to the public?  Yes  No Estimated Number of Attendees: \_\_\_\_\_

Will you require (check all that applies):

- Vendor Permit  Amplification  Stage  Restrooms  Garbage & Recycling containers  
 Traffic Stanchions  Electricity  Tent(s) How many: \_\_\_\_\_  Other  
(specify): \_\_\_\_\_

The Village of New Paltz will NOT supply Amplification, Stage, Tents, Electricity or Restrooms.

A refundable deposit is required to offset bagged trash removal and other clean-up and/or damage costs.

Deposits are payable to the "Village of New Paltz". The deposit schedule is as follows:

\$500 for groups of 500 or more

\$250 for groups of 100 to 499

\$125 for groups of less than 100

The refund will be determined by the condition the park was left by your group.

Should you need security/traffic control your organization must arrange this separately with the Town of New Paltz and the New Paltz Police Department.

25 PLATTEKILL AVE • NEW PALTZ, NY 12561  
PHONE: 845.255.0130 • FAX: 845.255.4305 • TTY:

WWW.VILLAGEOFNEWPALTZ.ORG • [VONP@VILLAGEOFNEWPALTZ.ORG](mailto:VONP@VILLAGEOFNEWPALTZ.ORG)

The Village of New Paltz prohibits discrimination against and harassment of any person because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status, or any other characteristic protected under applicable federal or state law.

Insurance Carrier: \_\_\_\_\_

Insurance Policy Number: \_\_\_\_\_

**Certificate of Insurance** naming both the Village and Town of New Paltz as additional insured for one million dollars. Certificate must be submitted before the Board is requested to approve the event.

Organization/Group Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Legal Address (if other than mailing address): \_\_\_\_\_

Contact Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone 1: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax number: \_\_\_\_\_

Organization URL: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Preferred Contact:  Telephone  E-Mail

May we include contact information for this event on our website?  Yes  No

What information do you want included on website and/or Village calendar: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I am a resident of the Village or Town of New Paltz:  Yes  No

I, \_\_\_\_\_, on behalf of myself and my organization, certify that the above information is correct, and that I have received, read and agree to the Village of New Paltz Park Use Policies and that I am the authorized representative of the above-named organization. By submission of a signed application for Park Use, the applicant acknowledges that the Village and Town of New Paltz shall be held harmless in the event of injury or accident related to any event where the application has been received and approved by the Village and/or Town of New Paltz.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

Application Approved by the Village Board  Yes  No Date approved/NOT approved: \_\_\_\_\_

Administration Fee Collected?  Yes  No Credit Card/Cash/Check # \_\_\_\_\_

Certificate of Insurance attached?  Yes  No

Vending Permits Requested?  Yes  No

Vending Permits issued?  Yes  No \_\_\_\_\_

Tents Required?  Yes  No If Yes was 811 Contacted  Yes  No

Adopted Board of Trustees 3-27-2014 Effective 6-1-2014 Revised 9-27-2017

25 PLATTEKILL AVE • NEW PALTZ, NY 12561  
PHONE: 845.255.0130 • FAX: 845.255.4305 • TTY:

WWW.VILLAGEOFNEWPALTZ.ORG • [VONP@VILLAGEOFNEWPALTZ.ORG](mailto:VONP@VILLAGEOFNEWPALTZ.ORG)

The Village of New Paltz prohibits discrimination against and harassment of any person because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status, or any other characteristic protected under applicable federal or state law.