



Park Use Request Form

Individuals and organizations are welcome to request use of Village parks for special events. Requests are reviewed on a first-come, first-served basis at the discretion of the Mayor and Board of Trustees.

Park Requested: ☐ Hasbrouck ☐ Peace ☐ Sojourner Truth ☐ Moriello (Town/Village)*

*Moriello Park requests require the additional approval of the Town of New Paltz Town Council.

Date(s) Requested: _____ Start Time: _____ End Time: _____

Rain Date(s) Requested: _____ Start Time: _____ End Time: _____

Description of Event: _____

Is the event open to the public? ☐ Yes ☐ No Estimated Number of Attendees: _____

Will you require (check all that apply):

☐ Vendor Permit ☐ Amplification ☐ Stage ☐ Restrooms
☐ Parade Route ☐ Electricity ☐ Other (specify): _____

Insurance Carrier: _____ Insurance Policy Number: _____

Organization Name: _____

Contact Name(s): _____

Address: _____

Telephone 1: _____ Telephone 2/Cell: _____ Fax: _____

Organization URL: _____

E-Mail Address: _____ Preferred Contact: ☐ Telephone ☐ E-Mail

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

I, _____, 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.

Signed: _____ Date: _____

OFFICE USE ONLY

Application Approved?..... ☐ Yes ☐ No _____

Deposit Collected?..... ☐ Yes ☐ No _____

Certificate of Insurance?..... ☐ Yes ☐ No _____

Police Department Approval?..... ☐ Yes ☐ No _____

Parade Route Map Submitted?... ☐ Yes ☐ No _____

Vendor Permits: _____



Park Use Policies

Individuals and organizations are welcome to request use of Village parks for special events. Requests are reviewed for approval on a first-come, first-served basis at the discretion of the Mayor and Board of Trustees. Park usage is subject to the following conditions:

1. A completed Park Use Request Form 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 submission of the Park Use Request Form, 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 Village 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 Request Form.
3. Normal Village park hours are from 9:00 a.m. until 9:00 p.m. Those seeking to use the park beyond 9 p.m. must attach a written request to the Park Use Request Form.
4. The use of Village parks for commercial purposes is prohibited.
5. Fundraising in Village parks including, but not limited to, admission fees, donation requests, solicitation or self-promotion in any form is prohibited.
6. The sale of food, beverages or other items requires a Vendor's Permit. Applications for Vendor's Permits are available from the Village Clerk.
7. Alcoholic beverages are prohibited.
8. Supervision and/or security must be provided by the organization if required.
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. If bagged trash is left behind there will be a fee for its 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" at Village Hall, 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;
 - d. \$100 for use of Moriello Park – payable to the "Town of New Paltz" at Town Hall.The Village of New Paltz does not accept deposits for Moriello Park use.
12. Moriello Park requests require the additional approval of the Town Council.
13. Amplified sound must be inaudible in nearby buildings with the windows closed. If the amplified sound is determined to be excessive, a warning will be given. Failure to comply with the amplified sound requirement could result in the termination of the event.
14. The Village of New Paltz shall be held harmless in the event of injury or accident related to the use of the park 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.