



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 non refundable \$25 administrative fee at the time the application is submitted to the Village Clerk, 25 Plattekill Avenue, New Paltz, NY.

Park usage and other event locations are 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 approval of the Park Use Request Form, 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 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. Village park hours are from dawn until 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 permit shall not constitute permission to violate, or exemption from prosecution for, any act or omission of event organizers, applicants, or 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 one time event for a specific charitable purpose.
6. All vendors at the event must have vendor permits. The sale of food, beverages or other items require 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.
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" 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;

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12. If the amplified sound exceeds what is considered normally reasonable and acceptable, a warning will be given. Failure to comply with the amplified sound requirement could result in the termination of the event. (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.