

Village of Stamford, County of Delaware

Parks, Recreation, and Facility Use Policy and Permit

All activities involving parks, recreation or facility use related to the property of the Village of Stamford must first be presented to Parks Use Officer.

The Parks Use Officer will determine the Level of risk associated with the event. All levels require Park Use Form to be filled out.

Form Requirements:

Level 1 – abbreviated form completion, Level 2 & 3 - full form completion

Level Determination Guidelines:

Level 1 – 50 people or under. Low impact/Small gathering. Example could be civic organizations monthly meeting, birthday party, class outing, breakfast / lunch / dinner gathering, family reunion, school or teaching seminar, tree lighting, etc.

Level 2 – >50 and ≤100 people. Examples, performing arts organization events, individuals/groups selling tickets.

Level 3 – > 100 people. Examples sports events, festivals, block party, weddings, music shows or concerts, political rallies, protests, etc.

“It is responsibility of Applicant to determine the availability of property prior to applying for permit”

Requirements to obtain permit:

Level 1* – Submit permit request to Village Clerk or Park Use Officer, one (1) to seven (7) days prior to event. Only items in **RED** need to be filled in. Can be verbal approval from Park Use Officer. Signed Hold Harmless form attached. Insurance certificate be required at discretion of Park Use Officer

Level 2* – Submit permit request to Village Clerk or Park Use Officer one (1) to seven (7) days prior to event. Proof of event insurance or liability insurance. Signed Hold Harmless form attached. Profit status, i.e. Not for profit, For Profit. Traffic control, Sanitary facilities. Review/Approval from Village Board of Trustees, normally 3rd Tuesday each month at regular Board Meeting.

Level 3* – Submit permit request to Village Clerk or Park Use Officer at Beginning of season, if possible, but at least 45 days prior to event. Proof of event insurance or liability insurance. Signed Hold Harmless form attached. Profit status...not for profit, for profit. Review/Approval from Village Board of Trustees, normally 3rd Tuesday each month at regular Board Meeting. Village B.O.T reserves the right to invoke special requirements.

** All permit requests made during a public health emergency, e.g. COVID 19, will require a safety plan be submitted with the Park/Facility Use Form.*

Park/Facility Use Form

Application Number: _____

Application Date: _____

Building, Park or Facility Requested: _____

Date(s) Requested: _____

Event Start Time: _____ Finish Time: _____

Organization Name: _____

Profit Status: _____ Profit _____ Not for Profit

Name: _____

Address: _____

City: _____ Zip: _____

Phone: _____ Cell: _____

Email: _____

Website: _____

Social Media Page: _____

Description of event: _____

Estimated # Of People: _____ Cost of Admission: _____

Will alcohol be served: _____ No _____ Yes If yes, cost: _____

Street Closure Request/Description: _____

Vendors (all food vendors must have health certificates and insurance): _____

Sanitary Facilities Provided: _____

Applicant Name: _____

Print

Signature

Date: _____

Park/Facility Use Form

The Village of Stamford reserves the right to conduct a complete health & safety inspection of the premises while in use by your group.

Initial Here: _____

For events deemed level 2 and 3: Organizations or persons using Village of Stamford property(s), shall provide the village with proof of insurance with the village named as an Additional Insured at limits determined by the village. Further, a hold harmless agreement must be signed prior to approval of this permit application.

Initial Here: _____

Applicant is responsible for providing all equipment and supplies needed for event and for returning property to its original condition at the end of the event

Initial Here: _____

It is hereby agreed that the above organization will be fully responsible for the compliance with village law, NY State Law and Federal law with regard to use of village property

The Village of Stamford Reserves the right to revoke this application at any time

HOLD HARMLESS AGREEMENT

This is a liability agreement between the Stamford Village Board of Trustees, for and on behalf of the Village of Stamford, New York, herein designated "Village" and the individual or person requesting use of Village of Stamford property, herein designated "User".

User agrees to conduct activities in or on Village property in a careful and safe manner. As a material part of the consideration to the Village, User hereby assumes all risk of damage to and loss of theft of property, and injury or death to persons related to Users use or occupancy of buildings, park, or facilities in, upon, or about the properties of the Village from cause whatsoever, and hereby waives all claims in respect thereof against the agents, and employees from and against any and all claims, suits, liabilities, costs damages and expenses (including reasonable attorney's fees) arising out of or in connection with (a) User use or occupancy of the buildings, parks, or facilities, or any activity or thing done, performed or suffered by User; or (b) any loss, injury, death, or damage to persons or property on or about the village property by reason of any act, omission or negligence on User's part or (c) any breach or default in the performance of any obligation on User's part to be performed under the terms of this agreement. User's indemnity under this paragraph shall not extend to any liability caused by the sole negligence of the Village or its agents or employees.

Date: _____

User Organization: _____

Responsible Officer or Person for User: _____

Print

Signature

Date: _____

Stamford Village Officer: _____

Print

Signature

For Village of Stamford Official Use Only:

Application #: _____

Park Use Officer: _____

Park Use Level: ____1 ____2 ____3 Insurance Certificate: ____Yes ____No

Signed Hold Harmless Agreement: ____Yes ____No

Park Use Officer Approval: ____Yes ____No Date: _____

B.O.T. Approval: ____Yes ____No Date: _____

Notes: