



## CITY OF GENEVA RECREATION FACILITY, PARK, PARK/PLAYGROUND GENERAL POLICIES & GUIDELINES

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### Overview

The following policies pertain to events being coordinated within the City of Geneva. An event is defined as any public gathering (ex. parade, sporting event, performance, demonstration, and exhibit) that makes use of city-owned property, facilities, or resources. Events meeting this definition must have an application through the City of Geneva. Events not meeting these criteria may still be a part of the City of Geneva provided resources are available. We will not discriminate based on purpose, intended audience, new or existing, large or small, for-profit or not-for-profit. Events making use of City of Geneva resources must be open and accessible to the general public (though an entrance fee may be charged).

These policies and the guidelines for individual facilities are in accordance with regulations set forth in the Geneva Municipal Code. City Parks and City Park/Playgrounds are open public facilities and while specific areas of these facilities may be reserved for a special event, the general public should be afforded access. Events organized by non-profit groups to benefit the community are permitted.

Certain facilities and parks may be leased for periods of time longer than one day and the lease holder will be permitted to operate commercial events as long as all contract obligations are met.

Applications and Guidelines are available at City Hall for the following facilities:

- Geneva Recreation Complex
  - Ice Use
  - Non-Ice Use
- City Parks/Playgrounds
  - Bicentennial Park
  - Brook Street
  - Clark Street
  - Genesee Park
  - Gazebo
- City Parks/ Playgrounds cont.
- Gulvin
- Jefferson
- Lakefront Park
- Nieder
- Pulteney Park
- Richards Avenue
- Ridgewood Park
- Skate Park at McDonough
- Washington Street

### **Reminder of Park Rules:**

- Playgrounds are closed dusk to dawn
- No pets are allowed in mulch play areas
- Children should be supervised by an adult at all times
- Use of play equipment and other park features is at your own risk
- Abide by sign's regarding age appropriate equipment use
- Don't not leave trash or recycling at the park without proper containers
- No alcoholic beverages, cigarettes or drugs permitted
- Report any issues to the park office at 315-789-5005

## Contracts

All individuals or groups utilizing City Parks, City Park/Playgrounds, and the Geneva Recreation Complex must abide by the guidelines for each facility. The application is the contract for the use of the facility will be approved by the City of Geneva upon compliance of guidelines set forth for the use of the facility.

## Application

Please complete the attached application form as completely as possible.

-Answers to the questions should give a full description of:

- all activities planned
- all facilities that are needed
- date and times of the event
- the number of people expected

-Wherever you give a “yes” answer on the checklist, please provide a detailed explanation;

- add pages and maps if needed
- remember to date and sign the application

-We will return all unsigned applications, and any incomplete form may cause delays.

-We encourage all event organizers to turn in their applications early, as Parks Use Permits are issued on a first-come, first-served basis.

-The City of Geneva accepts applications at any time for events:

- Late fees will be assessed to applications received within fourteen business days of the event;
- Late applications may be denied if we determine that there is insufficient preparation time for any aspect of an event.

## Fees and Charges

### Application Fee

A non-refundable Park Use Permit Application fee is payable with every permit application filed for each day of use.

The application fee is \$100 for **ALL** applicants including Not-for-Profits.

*(ie. One (1) day reservation is \$100. Three (3) days is \$300, ect.)*

There is no application fee for Neighborhood and City held events.

A fee of \$25 per additional days required for set up and breakdown.

Example:

Thursday: Set up day - \$25

Friday: Day of event - \$100

Saturday: Day of event - \$100

Sunday: Break down day - \$25

**Total cost: \$250**

You can pay the application fee by credit card at City Hall, by check or in person with cash. Other fees, explained below, may include, but are not exclusive to:

- Additional \$75 late fee (within fourteen business days of event)
- \$75 for each electrical hookup per box (\$25 each additional day)
- \$75 flat rate for electrical hookup via drop cords from lamp posts (\$25 each additional day)
- \$75 for each water hookup (\$25 each additional day)
- Any damages done to the park or equipment during the event (explained on full Policy Use Form) TBD if applicable
- If you miss the scheduled fire inspection \$25 (applicable to events with food)
- \$100 per day fee is required to book the lakefront deck or gazebo (each)

Once we process your application, we will bill you for these additional costs upon review of requests.

The City of Geneva will require insurance and may require special services from other City Departments in addition to the above fees. All fees are non-refundable unless the City has to cancel their permit approval.

### **Checks can be made payable to:**

City of Geneva

### **Mailing Address:**

Geneva Recreation Dept.

47 Castle St

Geneva, NY 14456

Attn: Liz

### Damage Mitigation

Any and all damage of whatever kind, including but not limited to turf, trees, shrub beds, hard surfaces, buildings or city equipment rented/ borrowed shall be immediately reported to the City of Geneva. It is the responsibility to the event sponsor **to pay for any and all damage caused by the event and if these fees are not**

*paid, the cost increases by date late.* Any damages incurred that result in the repairing of such will be billed to the user at the Department of Public Works current labor and material costs. Any and all damages will be fixed by experienced City of Geneva personnel to City standards and by no other person. If damages go unpaid, this status will affect future events and usage of a particular group.

### **Marking Policy**

Please be advised, additional approval is needed for the posting or affixing of any permanent or semi-permanent marketing/promotional materials and event decorating on public or private property. Both private and city property approval for the above should be documented for clear understanding of intended use by both parties.

### **City Requirements**

#### **Alcohol Permitting**

Liquor, beer, and wine may not be sold or handled in any City of Geneva property except with a valid state liquor license and after the City Manager gives special permission in writing. Please note special insurance requirements if alcohol is being served or sold.

Any and all alcohol sales must come directly from a bar or 3<sup>rd</sup> party licensed vendor and be served in non-breakable containers.

In order to obtain the permit, the event must also submit a detailed plan on how they will control the area and drinking age. Suggested routes include wristbands and ID checks.

#### **Food Vendors**

Food service vendors must be in compliance with New York State Health Laws. All food service vendors must possess valid New York State Health permits. The Geneva Fire Department also requires that vendors be equip with a 2abc fire extinguisher and a k extinguisher if a deep fryer is present. All vendors must also be completely set up one (1) hour prior to the start of the event for a mandatory fire inspection. Please contact Ann for setting up an exact time for inspection at 315-828-6751. If you miss the scheduled inspection, the fee is \$25.00.

#### **Neighborhood Notifications**

Neighbors and businesses must be notified three days prior to an event that will be in the surrounding area. You can post fliers on doors and work with City Communications to get an

email out to the neighborhood. This is critical for events with amplified sound and street closures.

### **Bathrooms/ Porta-potties**

City Parks and Park/Playgrounds are considered "neighborhood" facilities and do not have rest room facilities available. At any time an organized event occurs, one must provide a restroom facility for all contributing to and participating in the event. Also, note that the Americans with Disabilities Act Section K states when planning temporary events such as a town festival or concert and where portable toilets are provided one such toilet shall be wheelchair accessible. If permanent toilet facilities are available signage should be used to direct individuals.

### **Going Green**

Large portions of Geneva's waste accumulate from events hosted by both the government and outside entities. The City encourages the use of recyclable materials and recycling products during and following the event. We highly discourage use of Styrofoam. Users are responsible for their own trash and recycling pick up. Vendors to abide by our green policy as well. Each of the bins that you use should be clearly marked. Please encourage attendees to carpool or walk. Cleaning products must meet environmental standards. We also encourage you to buy local!

### **Parking**

A parking plan is required for each event. Parking must be directed to all city-owned public parking lots first and then other lots are accepted with written consent of the lot owner. There should be indication for handicapped parking in your plan. If it is proven that all city-owned parking lots will be exhausted or cause an extreme disadvantage to the businesses surrounding the area, then additional parking permission will be discussed.

The link below connects to the parking lot locations with the number of spaces. If you cannot view the link, someone from the City can provide a hard copy for your viewing and mapping solutions.

<http://maps.onemillionrevolutions.org/map.jsp?mapID=2573005>

### **Post Event**

City Property and the event site must be restored to its original functioning condition within 24

hours following the event unless other arrangements are made in writing with the City of Geneva. If this fails to happen, the City will restore the site and bill the event coordinator. Similarly, an after-action meeting will be scheduled and held within a week of the events conclusion.

### **Insurance**

-Please send this section to your insurance broker, agent or insurer.

Acceptable evidence of insurance as specified below must be filed with and approved by the City of Geneva at least 30 days prior to the scheduled date of the event on City property unless otherwise noted.

#### **Insurance Requirements:**

-The minimum coverage must consist of a Commercial General Liability (CGL) insurance policy or the equivalent with a minimum limit of liability of \$1,000,000 for each occurrence.

Please note that at the discretion of the City and a select Events Committee, higher insurance limits may be required.

- Higher insurance will be required depending on the nature of the event. Some factors include but are not limited to: alcohol, athletics, fireworks or explosives, number of people in attendance, ect.

-If alcoholic beverages are being served, host liquor liability coverage must be included.

-If alcohol is intended to be **sold**, you must also obtain Liquor Legal Liability with a minimum limit of \$1,000,000.

-The **“City of Geneva”** must be an additional insured for primary and non-contributory limits of liability.

- The insurer(s) must provide no fewer than thirty (30) days notice of cancellation, except ten (10) days as respects cancellation for non-payment of premium.

-Certificate of Insurance with the required coverages must be issued to:

City of Geneva  
Attn: Event Insurance  
430 Exchange Street  
Geneva, NY 14456

and must be sent to such address  
(Attn: Liz Toner, Events  
or sent as an email attachment to  
[ejt@geneva.ny.us](mailto:ejt@geneva.ny.us).