



## GENERAL INFORMATION FOR SCOUT EVENTS

GENESEE COUNTY DEPARTMENT OF PARKS, RECREATION & FORESTRY  
153 CEDAR STREET, BATAVIA, NY 14020  
Phone (585) 344-8508 – Administration/Reservations/Parks Supervisor  
Fax (585) 343-9303  
Phone (585) 344-1122 – Interpretive Nature Center/ Environmental Educator  
Website: [www.geneseeny.gov](http://www.geneseeny.gov)

Timothy Hens, PE  
Commissioner  
Paul Osborn  
Deputy Commissioner

- Troop Leader must call the Parks Department to check if date(s) are available for any proposed activity prior to scheduling – Deputy Superintendent (585) 344-8508 Mon-Fri 8-4:30.
- A “Scouting Event Use Permit” must be filled out before date(s) can be approved.
- A certificate of insurance for the date(s) must be obtained from the District Scout office.
- Park hours of Operation: October – April (9:00am-5:00pm), May – September (9:00am-9:00pm).
- Park staff is **not** available during winter holidays, which include: Columbus Day, Veterans Day, Thanksgiving, Christmas, New Year’s Day, Dr. Martin Luther King Jr. Birthday, Presidents’ Day.
- All “Rules and Regulations” for Genesee County Parks and Recreation Areas must be followed at all times.

### Overnight Camping

- Camping is allowed all year round.
- There is **NO** fee charged for overnight camping for Scouts.
- **Keys** for unlocking gates in case of emergencies will be received from Park staff upon date of arrival during summer hours. During Park winter hours the keys will be picked up from the Park office at 153 Cedar Street, Batavia prior to scheduled date(s) during normal business hours Mon-Fri 8:00am-4:30pm. Keys must be dropped off in the drop box located at the Interpretive Center adjacent to the main entrance.
- **Parking** will be in the Interpretive Center parking lot only. No vehicles are to be parked within the scout camping area!!!! Vehicles may be driven down to the camping area for unloading and loading but must then be parked up at the designated parking lot. No vehicle will be left alongside the road unless you are unloading and loading. This is a hazard and makes it especially difficult to maintain the road during winter months. Please do not drive into scout camping area during the Spring and Fall months due to the usual saturation of the ground.
- **Firewood** is available for camp fires when asked for. The troop will pick up wood from the maintenance building during Park hours of operation. During the winter it is best to bring wood for the first night since staff is not normally on hand upon arrival.
- A **Port-a-john** is located on site.
- **Water** can be obtained from Park staff or from the spigot at Area E bathroom or Interpretive Nature Center during summer hours of operation. It is recommended water is brought in to start and then obtained from Park staff during winter hours of operation because the water system is turned off in the Park.
- Only **Tent** camping is permitted at the Genesee County Park and Forest scout camping area. Camping trailers are not permitted.
- The **Interpretive Center** is to be used only on an emergency basis when not open for the general public. A phone is available on the countertop of the kitchenette located in the basement lab room. The Interpretive Center is open for exploring by the group Thursday – Saturday 10:00am – 4:00pm and Sunday 12:00pm -4:00pm.

### Day Camps

- A **FEE** is charged for all day camps. This fee is based on the Special Events Policy “Fee Schedule.”
- A water trailer will be provided upon request by the Camp Administrator. Parking is recommended in Areas B, C, and S to avoid conflicts with scouts during activities.
- A Park radio will be provided in case of emergency or in need of assistance from Park staff. This radio must be returned at the end of each day so it can be charged. It will be returned each morning by Park staff.



# SCOUTING EVENT USE APPLICATION FORM

Timothy Hens, P.E.  
Commissioner  
Paul Osborn  
Deputy Commissioner

GENESEE COUNTY DEPARTMENT OF PARKS, RECREATION &  
FORESTRY 153 CEDAR STREET, BATAVIA, NY 14020  
Phone (585) 344-8508 – Administration/Reservations/Parks Supervisor  
Fax (585) 343-9303  
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Website: www.geneseeny.gov

TODAY'S DATE: \_\_\_\_\_ DATE(s) REQUESTED: \_\_\_\_\_ TIME \_\_\_\_\_ to \_\_\_\_\_

PARK LOCATION REQUESTED: GENESEE COUNTY PARK AND FOREST DeWITT RECREATION AREA

PAVILION(s) or AREA REQUESTED FOR EVENT \_\_\_\_\_

**INFORMATION ABOUT YOUR GROUP** MAKE CHECKS PAYABLE TO: **GENESEE COUNTY TREASURER**

NAME OF APPLICANT ORGANIZATION OR INDIVIDUAL: \_\_\_\_\_

TYPE OF GROUP (refer to definitions): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE # (DAY) \_\_\_\_\_ (NIGHT) \_\_\_\_\_ (Email) \_\_\_\_\_

NAME OF EVENT MANAGER (Person in Charge): \_\_\_\_\_

### INFORMATION ABOUT YOUR INTENDED USE OF MUNICIPAL FACILITIES

EVENT NAME: \_\_\_\_\_

EVENT PURPOSE & DESCRIPTION: \_\_\_\_\_

EXPECTED SIZE OF AUDIENCE: \_\_\_\_\_ RESIDENTS (#): \_\_\_\_\_ NON-RESIDENTS (#): \_\_\_\_\_

HISTORY OF EVENT (If any): \_\_\_\_\_

ADMISSION FEE CHARGED? YES NO PROPOSED USE OF PROCEEDS FROM EVENT (craft sales, concessions, admittance, etc.): \_\_\_\_\_

PROPOSED EVENTS/ENTERTAINMENT/ACTIVITIES (Including food & beverage service): \_\_\_\_\_

LEVEL OF ASSISTANCE REQUESTED: \_\_\_\_\_  
(facilities, trash receptacles, port-a-john)

CERTIFICATE OF INSURANCE REQUIRED FOR ORGANIZATION: YES NO

EVENT AUTHORIZED BY: \_\_\_\_\_ DATE \_\_\_\_\_

**NO REFUNDS. PERMIT MUST BE PRESENTED TO GENESEE COUNTY DEPUTY HIGHWAY SUPERINTENDENT OR STAFF ON REQUEST  
PLEASE OBSERVE ALL DEPARTMENT RULES AND REGULATIONS – SEE BOOKLET  
ANY VIOLATION OF DEPARTMENT RULES AND REGULATIONS MAY RESULT IN CANCELLATION/TERMINATION OF EVENT  
REMEMBER THIS IS A CARRY-IN CARRY-OUT PARK SYSTEM**

### HOLD HARMLESS AGREEMENT

The undersigned is over 21 years of age and has read the form and attached regulations and agrees to comply with them. He/she agrees to be responsible to the municipality for the use and care of the facilities. He/she, on behalf of \_\_\_\_\_ does hereby covenant and agree to defend, indemnify and hold harmless Genesee County from and against any and all liability, loss, damages, claims, or actions (including costs and attorney's fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of Genesee County's property, facilities and/or services by \_\_\_\_\_.

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Organization's Representative

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

**READ ATTACHED REQUIREMENTS AND RETURN APPLICATION TO:  
GENESEE COUNTY DEPARTMENT OF PARKS, RECREATION & FORESTRY  
153 CEDAR STREET, BATAVIA, NY 14020  
ATTENTION: GENESEE COUNTY DEPUTY HIGHWAY SUPERINTENDENT**

**GENESEE COUNTY DEPARTMENT OF PARKS, RECREATION & FORESTRY  
153 CEDAR STREET, BATAVIA, NY 14020**

**FACILITY USE REQUIREMENTS**

The use of all recreational and parks facilities shall be subject to the approval and rules of the Genesee County Park Law administered by the Genesee County Deputy Commissioner or his/her designee.

1. Organizations and Individuals wishing to use Genesee County facilities shall first apply to the Genesee County Deputy Highway Superintendent on the prescribed form. The Genesee County Deputy Highway Superintendent or his/her designee has final authority on approval.
2. In the event of inclement weather, the Genesee County Deputy Highway Superintendent or his/her designee has the final authority on whether facilities are usable.
3. **Intoxicants shall not be brought onto municipal facilities at any time.**
4. All posted rules must be adhered to.
5. Profanity, objectionable language, disorderly acts or illegal activities of any kind are absolutely prohibited, and those violating this prohibition will be ejected from the premises.
6. Any damage to municipal facilities shall be promptly repaired at the user's expense. No exceptions. If maintenance personnel are not available, make sure all doors are locked and lights are turned out when leaving.
7. Organizations using the facilities must clean up afterwards.
8. Permits may be revoked at any time.
9. Any organization with youth under 18 years old requires the presence of adequate adult supervision at all times.
10. The fee for use is payable before use begins.
11. The emergency telephone number for police and Fire is: 911. The appropriate authority must be contacted in the event of an emergency.
12. When required, users must provide the following insurance prior to using facilities.  
**FAILURE TO DO SO PRIOR TO USE WILL RESULT IN REVOCATION OF YOUR PERMIT.**

**Commercial Users:**

- A. The user hereby agrees to effectuate the naming of Genesee County as an unrestricted additional insured on the user's policy.
- B. The policy naming Genesee County as an additional insured shall:
  1. Be an insurance policy from an A.M. Best rated "secured" NYS licensed insurer;
  2. Contain a 30-day notice of cancellation;
  3. State that the organization's coverage shall be primary coverage for the Genesee County Legislature, Parks Advisory Committee, employees and volunteers; and
  4. Additional insured status shall be provided with ISO endorsement CG 2026 or its equivalent.
  5. The Certificate Holder shall be identified as Genesee County, 7 Main Street, Batavia, NY 14020.
- C. The user agrees to indemnify Genesee County for any applicable deductibles.
- D. Enclose a copy of the endorsement providing additional insured status.
- E. Required Insurance:
  - **Commercial General Liability Insurance**  
\$1,000,000 per occurrence/\$2,000,000 aggregate
- F. User acknowledges that failure to obtain such insurance on behalf of Genesee County constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to Genesee County. The user is to provide Genesee County with a certificate of insurance, evidencing the above requirements have been met. The failure of the municipality to object to the contents of the certificate or the absence of it shall not be deemed a waiver of any and all rights held by the municipality.

**Individuals:**

Required Insurance:

- **Homeowners Insurance**  
Section Two- Liability: \$100,000 limit of liability. Policy shall not exclude the off-premises activities of the Insured.

## RANGE OF EVENTS

	<b>A</b> Produced & Programmed by Parks Department	<b>B</b> Produced & Organized by Municipal Group or Government Agency	<b>C</b> Produced & Organized by Non- profit Group/Public Agency/ Club/Community Group	<b>D</b> Produced & Organized by Private Group	<b>E</b> Produced & Organized as a Commercial Venture
Example of Approved Event	Concerts in the Park, Environmental Education Programs, Earth Day, Fishing Derby, Volunteer Day	Conservation Field Days, Envirothon, Memorial Services, Survival Challenge	Girl Scout & Boy Scout Day Camps, Klondike Derby, Girl Scout & Boy Scout Camp-Outs, Picnic in the Park, Car Show, Scout Spook-A-Ree, Ecology Day, Gen.-Liv. Cross Country	Company Picnics, Weddings, Meetings	Political Parties
Primary Audience	General Public	General Public	General Public	Invited Guests, Special Interest Groups	Fee Paying Audience, Special Interest Groups
Beneficiary of any fees or Commercial Venture	Municipality	Other Level of Government	Service Club/ Community Project	Private Group	Commercial Venture
Role of Municipality	Producer/Co-Producer	Assist	Assist	No Assist	No Assist
Park and Open Space Rental Fee	None	None	\$300	To be Negotiated	To be Negotiated
Refundable Damage and Clean-up Fee	None	\$100	\$100	To be Negotiated	To be Negotiated
Fee for Supply of fencing, tables (see "Equipment for Rental" addendum)	None	Fees may be applied	Fees may be applied	N/A	N/A
Fee for Assisting with Set Up/Dismantling of Park Rental Equipment: fencing, tables, port-a-johns	None	Fees may be applied	Fees may be applied	N/A	N/A
Provision of Insurance: All groups require insurance. If they do not carry appropriate insurance, they should refer to that section of the Policy and Procedures Manual for Information on Insurance.					