

Initials: \_\_\_\_\_

# PARK USE REQUEST



## Honesdale Borough

Parks & Recreation

958 Main Street, PA 18431

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Phone (570) 253-0731

[hdleboro@ptd.net](mailto:hdleboro@ptd.net)

Honesdale Borough Parks are open to the public on a first-come, first-served basis, and can be used in typical ways by individuals and small groups during park hours freely. You can also reserve areas ahead of time or hold special events with an approved request.

To make a request, please read and fill out this form, and email or mail it and any other necessary documents to the address above.

### Information About Your Event

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Title of Event: \_\_\_\_\_

Date of Event: \_\_\_\_/\_\_\_\_/\_\_\_\_ Rain Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ ☐ N/A

Time Requested: from \_\_\_\_\_ to \_\_\_\_\_ Estimated Attendees \_\_\_\_\_

Location: \_\_\_\_\_

If you need more room to describe your event's location, attach a map or additional information.

Trash Removal Plan: \_\_\_\_\_

will remove all trash generated from this event by \_\_\_\_/\_\_\_\_/\_\_\_\_.

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# Special Event Information

If you'd answer "No" to all the questions below, you have a *Basic Event*. check this box only: ☐

## Event Details

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| A. Is this a public event?                               | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| B. Is your event a protest or rally <sup>1</sup>         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| C. Will you be filming/doing a photo shoot? <sup>2</sup> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| D. Will electricity be needed? <sup>3</sup>              | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| E. Will you be using loudspeakers?                       | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| F. Will any structure/tents be erected <sup>4</sup> ?    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| G. Do you expect to have 75+ attendees <sup>5</sup> ?    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

## Situations Requiring Insurance

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| H. Will food/refreshments be sold? <sup>6</sup>   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| I. Will there be (non-food) vendors? <sup>6</sup> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| J. Will porta potties be brought in?              | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

## Situations Requiring Parks & Rec Commission Review

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| K. Will it last longer than 6 hours?                           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| L. Will you be reserving parking spaces? <sup>7</sup>          | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| M. Will adjacent sidewalks be impacted? <sup>7</sup>           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| N. Will adjacent streets be impacted? <sup>8</sup>             | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| O. Will any part of it occur between 9pm and 5am? <sup>7</sup> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| P. Is this a recurring event (e.g. soccer practice)?           | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

## Situations Requiring Parks & Rec Commission Review AND Insurance

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| Q. Will a stage be brought in/used? <sup>9</sup>  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| R. Will the Honesdale Pool be used? <sup>10</sup> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| S. Will there be fireworks? <sup>11</sup>         | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

<sup>1</sup> If a protest or rally is planned, approval is not required under the First Amendment. However, please call the Borough Office to notify them ASAP so that public safety and traffic control measures can be evaluated.

<sup>2</sup> Requests for this use only need to be submitted if you are filming/photographing in one area for more than five minutes AND normal public activities like walking or talking nearby would need to be prevented. Photography/videography that doesn't create an exclusive park use situation is always allowed.

<sup>3</sup> If yes, please include a \$20 check payable to Honesdale Borough and explain any relevant details.

<sup>4</sup> Tents must be secured. Sandbags are preferred. If using stakes, call PAOneCall ahead of your event.

<sup>5</sup> An event with 75 or more estimated attendees requires an Emergency Action Plan to be submitted to the borough once your event is approved. For details, call Stan Pratt, Borough EMA Coordinator, (570) 470-0905.

<sup>6</sup> Sales of any kind are not allowed in Central Park, but are permitted on the streets nearby, if closed off to driving. If road closing is necessary for this reason, answer "yes" to question "N".

<sup>7</sup> If yes, please explain where, and for how long. §195-19

<sup>8</sup> If yes, please fill out the "REQUEST TO HOLD A PARADE/ ROAD CLOSURE" form and include it. §179

<sup>9</sup> Use of the Central Park stage requires Wayne County Creative Arts Council approval - please include it.

<sup>10</sup> If yes, please call the Borough Office to discuss ahead of time to assess an appropriate fee and lifeguarding needs. Attach any relevant information based on that conversation to this form.

<sup>11</sup> Fireworks may only occur on Irving Cliff in Gibbons Park and require a "Fireworks Permit" form. §110

# Rules, Other Information and Agreement

## General Rules and Requirements

### The Basics:

- Reservations are not guaranteed.
- Honesdale Borough staff reserves the sole right to cancel any event or use or to reassign any area(s) as needed.
- If standby EMS personnel, police assistance, traffic control, or additional services are determined to be required – in the borough’s sole discretion – the applicant will be notified of the requirement and must contact the appropriate departments and/or other service providers to arrange for such services for their event to be approved.
- Exclusive use is limited to the designated area and does not extend to restrooms, playground equipment, pools, and parking areas. All restrooms or other amenities will be available only as weather and/or maintenance permits.

### Cancellations:

- If necessary to cancel an approved event, notify the Honesdale Borough Office as soon as possible, or at least 6 hours before the start of the event.
- Electricity deposits can be applied to a rescheduled event, but once an event is scheduled, will not be refunded.

### During Your Event:

- The person signing this form (or designee) must be present at the event, and must have this approved request on site.
- For private events, the person signing this form assumes personal liability for breakage, destruction or removal of borough property by any persons attending the event, and is responsible for the conduct of attendees. For public events, the person signing this form is only responsible in the ways mentioned above for those involved in putting on the event (volunteers, representatives, organizers, etc). If destruction or dangerous actions occur during your public event, call the appropriate emergency services.
- Follow all Honesdale Parks & Recreation Rules.
- Use structures, objects, and areas as they are intended to be used.
- Alcohol is prohibited in all parks.
- Unless otherwise specified, use of space for an event applies only to the park space specified itself- nearby sidewalks, parking spaces, streets, and other areas must be kept free for regular public use
- Parking shall be in legal, approved areas only.

### At the Conclusion of Your Event:

- All of your equipment and supplies must be removed.
- Take all trash generated from your event with you - do not leave it in park trash cans
- Designate a person or people to do a “final sweep” of the park to ensure it is free of litter, following Honesdale’s “Leave No Trace” policy.

**An approved request may be immediately revoked if the applicant or their guests fail to abide by park rules or event requirements, or if the stated use has been misrepresented.**

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## Insurance Information and Requirements

If you answer “Yes” to any question in the Special Event sections requiring insurance , or if the borough, at its sole discretion, requests it, you are required to provide a certificate of insurance that meets the criteria below once your request is approved.

Individuals: The applicant must submit a copy of their homeowner’s or renter’s insurance policy showing a minimum of \$300,000 liability coverage.

Organizations (businesses, non-profits, leagues, groups, or similar): The applicant must provide a certificate of insurance indicating comprehensive general liability coverage of not less than \$1,000,000 each occurrence naming the “Honesdale Borough, 958 Main Street, Honesdale, PA 18431” as a Certificate Holder and an Additional Insured.

## Response Time Guidelines

Basic Events can typically be reviewed by the Borough Office within 3-5 days. Special Events will be reviewed by the Honesdale Parks & Recreation Commission at its monthly meeting. Please plan to attend to answer any questions that may come up. Requests recommended for approval by the Parks and Recreation Commission need to be approved by the Honesdale Borough Council, which meets on the third Tuesday of each month.

## Park Use Agreement

**By signing below, I certify that:**

- A. I am at least 18 years of age.
- B. I have read and fully understand ALL OF THE REQUIREMENTS and information about the use of a Honesdale Borough park facility.
- C. I agree, on behalf of myself and any other entity named above, to assume all risks and responsibility in connection with the use of the parks facilities requested above and hereby release, absolve, indemnify, and hold harmless the Borough of Honesdale and its employees from any and all claims and all cost, damage, legal fees, and any other expenses reasonably incurred which arise out of authorization to use a Honesdale Park Facility.
- E. I agree, on behalf of myself and any entity named above, to abide by all State and Federal laws, the Honesdale Borough Park rules and regulations, and any other rules or regulations pertaining to the use of Honesdale Borough parks.
- F. I understand that failure to abide by any of the provisions of this document and/or any apt law is grounds for immediate revocation of this agreement and cancellation of the event.
- G. To Acknowledge the complete contents of this form, I have initialed each page, thereby verifying comprehension and compliance of the same.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Printed Name:** \_\_\_\_\_

**Remember to attach any necessary forms, additional information, or fees, if applicable.**

# Request Status

For Honesdale Borough Use Only

## Standard Review

### Department Action

- ☐ Approved by Borough Office  
☐ Denied by Borough Office  
☐ Forwarded to Parks & Recreation Commission<sup>12</sup>

By: \_\_\_\_\_ Date: \_\_\_\_\_

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Date Added to Borough Calendar: \_\_\_\_\_ | Event Title: \_\_\_\_\_ Date: \_\_\_\_\_

Fees: ☐ \$20 Electricity Usage Fee ☐ Other ☐ N/A

Payment Received Date: \_\_\_\_\_

Date of deposit: \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<sup>12</sup> If the request can't be handled by the Borough Office, officials must fill out the "Formal Review" sections below as actions are taken.

## Formal Review

### To be filled out by Borough Office

Reason for Forwarding: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Forwarded to Parks & Rec Commission on (date): \_\_\_\_\_

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### To be filled out by Parks and Rec Commission Member

☐ Recommended for Approval by Parks & Rec Commission ☐ Denied by Parks & Rec Commission

Changes or Stipulations Required for Approval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Forwarded to Borough Council on (date): \_\_\_\_\_

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### To be filled out by Borough Council Member:

☐ Approved by Borough Council ☐ Denied by Borough Council

Changes or Stipulations Required for Approval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Forwarded to Borough Office on (date): \_\_\_\_\_

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### To be filled out by Borough Office:

☐ Request Officially Approved<sup>13</sup> ☐ Request Officially Denied

Applicant Notified of Formal Review results on: \_\_\_\_/\_\_\_\_/\_\_\_\_ ☐ Letter ☐ Email  
\_\_\_\_\_

<sup>13</sup> If officially approved, finish filling out the "Request Status" information on the previous page.