

Gregory H. Post, Supervisor
Daniel G. Underhill, Deputy
Supervisor
Patti Michalak, Councilwoman
Sharon White, Councilwoman
Chad Zambito, Councilman



Teresa M. Morasco, Town Clerk
Thomas Lichtenhal, Highway. Supt.
Michael Cleveland, Town Justice
Thomas Williams, Town Justice

3833 West Main Street Road Batavia, New York 14020-9402
Phone: (585) 343-1729 Fax: (585) 343-8461 TDD: 1-800-662-1220 www.townofbatavia.com

GENERAL INFORMATION FOR SCOUT EVENTS

- Troop Leader must call the Highway Superintendent 585-343-1729 x218 Mon-Fri 8-4:30 to check if date(s) are available for any proposed activity prior to scheduling.
- 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
- Town 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, Lincoln and Washington's Birthday.

Overnight Camping

- Camping is allowed all year around
- There is **NO** Fee charged for overnight camping for Scouts
- **Keys** for unlocking gates in case of emergencies will be received from Town staff upon date of arrival during summer hours. During park winter hours' the keys will be picked up from the Town office at 3833 West Main Street Road, Batavia prior to scheduled date(s) during normal business hours Mon-Fri 8:30am-4:30pm. Keys must be returned to the Town Hall within 1 week of the event completion.
- **Parking** will be as approved by the Highway Superintendent. 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** can be gathered by scouts for camp fires from the surrounding woods. During the winter it is best to bring wood for the first night.
- A **Port-a-john will not be provided.**
- **Water** must be brought in by the Scout Troop.
- Only **Tent** camping is permitted at the Town Park and scout camping area. Camping trailers are not permitted.

Day Camps

- No **FEE** will be charged for a day camp.
- Water must be provided by the Scout Troop.
- Parking shall be coordinated with the Highway Superintendent prior to the event to avoid conflicts with scouts during activities.

This institution is an equal opportunity provider, and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found on-line at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-0992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to US Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, DC 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

TOWN OF BATAVIA

SCOUTING EVENT APPLICATION FORM

TODAY'S DATE: _____ DATE(s) REQUESTED: _____ TIME _____ to _____

PARK LOCATION REQUESTED: Galloway Road Park

PAVILION(s) or AREA REQUESTED FOR EVENT _____

INFORMATION ABOUT YOUR GROUP

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 NUMBER OF SCOUTS: _____

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 FROM TOWN STAFF REQUESTED: _____

CERTIFICATE OF INSURANCE REQUIRED FOR ORGANIZATION: YES NO

EVENT AUTHORIZED BY: _____ DATE _____

PERMIT MUST BE PRESENTED TO HIGHWAY SUPERINTENDENT OR STAFF ON REQUEST
PLEASE OBSERVE ALL PARK RULES AND REGULATIONS
ANY VIOLATION OF PARK 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 the below-named organization, does hereby covenant and agree to defend, indemnify and hold harmless Town of Batavia 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 or in connection with the actual or proposed use of Town of Batavia property, facilities and/or services by such organization.

Name of Organization

Date

Signature of Organization's Representative

Address

Telephone Number

READ ATTACHED REQUIREMENTS AND RETURN APPLICATION TO:
Town of Batavia
3833 West Main Street Road
Batavia NY 14020
ATTENTION: TOWN HIGHWAY SUPERINTENDENT

TOWN OF BATAVIA
PARK FACILITY USE REGULATIONS

The use of park facilities for scouting events shall be subject to the following rules and regulations:

1. Organizations or Individuals wishing to use Park Facilities for scouting events must first apply to the Highway Superintendent.
2. Park will remain open after regular Park hours for scouts only.
3. In the event of inclement weather or an emergency, any portion of the park may be closed to the public, to vehicles or to designated persons.
4. No Alcoholic Beverages and No Glass Bottles
5. Open fires will only be allowed in a fire pit which is approved by the Highway Superintendent before the event. Fires shall be extinguished upon leaving the park.
6. No person, except authorized peace officers or other law enforcement officers, shall have, carry or transport any firearm, air gun, switchblade, hunting knife, slingshot, dagger, metal knuckles, bow, arrow or other dangerous weapon.
7. No person shall bring into or keep in the park any dog, cat, household pet or other animal destructive to birds and other wildlife, except dogs and cats that are in control by a leash while in the park.
8. No person shall hunt or trap game within any park boundaries. No person shall kill, injure or unnecessarily disturb any wildlife found in a park.
9. No person shall injure, deface, disturb or dirty any part of a park or any buildings, signs, equipment or other property found therein, nor shall any tree, shrub, rock or other mineral be intentionally removed, injured or destroyed.
10. No person shall erect an inflatable structure in the park. Inflatable Structures are prohibited.
11. No person shall leave behind, dump or similarly dispose of trash, garbage, and materials of any kind in the park. Refuse is not to be dropped, thrown or scattered on park property. Carry In – Carry Out Policy is in effect.
12. No person shall, either within or outside of a park, discharge into, throw, cast, lay, drop or leave in any river, brook, stream, storm sewer or drain flowing into or through a park, any substance, matter or thing, either liquid or solid, which may or shall result in the pollution of said river, brook or stream within any park, interfere with the natural resources of any park or endanger the health of visitors to any park.
13. Any damage to municipal facilities shall be promptly repaired at the user's expense. No exceptions.
14. Certificate of Insurance required for Commercial Users:
 - ❖ General Liability Insurance- \$1,000,000 per occurrence/\$2,000,000 aggregate
 - ❖ Naming the Town as an unrestricted additional insured on the user's policy
 - ❖ The policy naming the Town as an additional insured shall: be an insurance policy from a "secured" New York State licensed insurer; contain a 30 day notice of cancellation; state that the organization's coverage shall be primary coverage for the Town; and additional insured status shall be provided with ISO endorsement CG2026 or its equivalent.
 - ❖ The user agrees to indemnify the Town for any applicable deductibles
 - ❖ Enclose a copy of the endorsement providing additional insured status
15. In case of medical emergency contact 911
16. In case of emergency relating to the Park Facility Use; contact the Town Hall at (585)343-1729 or Town Highway Superintendent (585)356-7153 (cell).