

## Park Use Application-

Please complete the form

Please complete the NY Forward Safety Plan template

Drop off the completed application at the village office or email it to [clerk@saranaclakeny.gov](mailto:clerk@saranaclakeny.gov)

The application will be reviewed by village staff

All applicants will be contacted

Please do not assume the use of the park is approved because this form is submitted

Questions please call or email Kareen Tyler, Village Clerk 518-891-4150 ext 202 or

[clerk@saranaclakeny.gov](mailto:clerk@saranaclakeny.gov)

All events will be reviewed by the Village of Saranac lake Health Officer before approval is granted.

As of March 22, 2021

Social Gatherings in public spaces, previously limited to 50, will be limited to 100 people indoors and 200 people outdoors.

**Masks and Face Coverings:** Individuals must wear face coverings when they are in public and are within six feet of distance from other individuals; or in a public or private transportation carrier or vehicle for hire.

**GUIDELINES FOR VILLAGE  
PARK/EVENT USE**

Attached is an application for park/event use that must be completed and filed with the Village Office at least **75** days prior to the actual event. This form is only good for a 12 month calendar year. Should there be any problem or conflict with the original application, the party that filed the application will be notified at least 20 days prior to the actual event. Leased parking lots used as a park will follow the same rules as follows.

**Fees:** • For Not-for-Profit organizations, there is a general events fee of \$25.00 for Village inspection and maintenance costs. This is a per day charge.

Fees used for Profit organizations there is a general events base fee of \$150.00 plus other fees associated with the attached "Park Use Fee Work Sheet". All rates will be discussed before approval.

- Mt. Pisgah Ski Lodge Building rental is a separate fee. A damage deposit is required. The damage deposit will not be returned until inspection and approval is granted by the Village Manager or his/her designee.
- Refunds will be made, provided notice is given 14 days prior to the scheduled and approved date of the event. Refunds must be approved by the Village of Saranac Lake Board.
- For Profit vendors will be charged at the designated base rate and on the rate chart of services.

**Non-Permitted Uses:**

No commercial use of any parks is permitted without prior authorization of the Director of Recreation.

Not-for-profit and special event commercial use is permitted in the parks. This is at the discretion of the Village Board of Trustees or their designee.

No permanent art displays or other fixtures are permitted in the parks. Temporary exhibits are permitted with Board of Trustees or their designee review and approval. River Walk art exhibits are permitted upon review and approval of the Board of Trustees or their designee..

**Rules:**

- It is illegal to camp in Village parks, picnic areas or parking lots.
- Firearms are not permitted without a special permit from the Police Department.
- We encourage the public to use the parks between 7:00 am and 10:30 p.m. These hours will be considered the normal hours of operation. No loud noises will be tolerated after 10:30 p.m. unless the events permit so specifies.
- All trash is to be carried out or placed in appropriate containers if present for such use.
- No vehicles, motorcycles or all-terrain vehicles are permitted in Village Parks. This includes loading and unloading unless authorized for event use.
- No alcoholic beverages are permitted in the Village parks unless proper authorizations have been received. Events with alcohol will require approval from Village of Saranac Lake Board of Trustees and the proper State

Village of Saranac Lake, 39 Main St, 2<sup>nd</sup> floor, Saranac Lake, NY 12983  
Telephone 518-891-4150

Liquor Authority license and local permits or licenses. Liability Insurance will be required as described in the "Village of Saranac Lake Event/Park Use Request Form.

- All pets must be leashed and not left unattended. During major events we do not encourage their presence.
- There will be no swimming or wading in any Village park except the designated public beach facility.
- Nothing (example tent stakes or signs), maybe driven into the ground at Berkley Green Park or Riverside Park. These parks have underground watering system and electric systems.
- No fires will be allowed without special permit from the Village Office.
- Tents and kiosk that will be used for more then 2 days must move a minimum of 10 feet every 2 days. This will protect the grass and minimize damage.
- Each vendor must provide their own trash container or removal and remove this after completion of the event, or every 2 days depending on the duration of the event.

**SUGGESTIONS**

Add your event to; [SaranacLake.com](http://SaranacLake.com)

Go to [saranaclake.com](http://saranaclake.com) on the events page, scroll down and add your event.

Check in with the National Weather Service 800-863-4279

**Symbols for type of use:**

(L) Light use- **No vehicles.** Foot traffic only. Usually lasts one day.

(M) Moderate use- **No vehicles,** No permanent set ups. Tents, tables and tarps are permitted.

(H) Heavy use- Motor vehicles used on park throughout the event. Heavy traffic for set up and break down. Events expect a large turnout and usually last longer than two days.

**Appropriate Areas for Use:**

Ampersand Play Park (Ampersand Ave & Broadway)	(L) - (M)
Baldwin Park (Lake Flower Avenue- tennis courts)	(L) - (M)
Berkley Green (Berkley Square)	(L)
Depot Park (Adjacent to REA Building and Train Depot)	(L)
Hydro Park (in front of the dam on Main Street)	
Lake Flower Avenue Park (Adjacent to Mountain Mist)	(L)
Mt Pisgah (Mt Pisgah Road)	(L) - (M) - (H)
Pontiac Bay (from corner of NBT Bank to the entrance of the boat launch site)	(L) - (M) - (H)
Riverfront Park (next to the state boat launch)	(L) - (M)
Riverside Park (corner of Main and River Street) see attached map	(L) - (M)
Riverwalk (Municipal parking lot)	(L) - (M) - (H)
Saranac Lake SkatePark	(L)
Triangle Park Veterans Monument (Corner River Street & Church Street)	(L)
William Morris Park (Bloomingdale Avenue and Depot Street)	(L) - (M)
William Wallace Beach (Lake Colby Road)	(L) - (M)
Ward/Plumadore Lot - (Corner of Broadway & Bloomingdale Avenue)	(L)

Road Closure –list details of what street or streets using intersections, supply map when necessary

The number of events classified “heavy” use may be limited through the year. The rehabilitation of the parks may preclude the permitted use during the actual periods of rehabilitation.

**VILLAGE OF SARANAC LAKE  
EVENT/PARK USE REQUEST FORM**

Name of Organization:

\_\_\_\_\_

Contact Person:

\_\_\_\_\_

Address:

\_\_\_\_\_

Telephone: (work) \_\_\_\_\_ (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Email address \_\_\_\_\_

Classification FOR PROFIT or NOT FOR PROFIT \_\_\_\_\_

Name of Event:

\_\_\_\_\_

Event Description: If necessary please add another sheet to explain event

\_\_\_\_\_

Park Requesting

\_\_\_\_\_

Road Closure:

Hours of Operation for Event:

Set Up Date(s): \_\_\_\_\_  
\_\_\_\_\_

Hours: \_\_\_\_\_  
Hours: \_\_\_\_\_

Event Date(s): \_\_\_\_\_  
\_\_\_\_\_

Hours: \_\_\_\_\_  
Hours: \_\_\_\_\_

Cleanup / Takedown: \_\_\_\_\_  
\_\_\_\_\_

Hours: \_\_\_\_\_  
Hours: \_\_\_\_\_

Will there be food concessions or merchandise vendors?  Yes  No

If yes, please describe and attach certification from Health Department for food vendors

\_\_\_\_\_

\_\_\_\_\_

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Will you require electricity?  Yes  No

If yes, for what use? (Additional fee may be applicable for "For Profit Events")

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Will you utilize a music or voice amplification system?  Yes  No

If yes, please describe:

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Please attach a certificate of insurance. To use the parks in the Village of Saranac Lake the Village must receive a certificate of insurance naming the Village of Saranac Lake additional insurance, \$1,000,000 per occurrence/\$2,000,000 aggregate.

**CERTIFICATION:** I have read and understand the Guidelines for Event/Park Use and agree to abide by those regulations and to make every effort to assure that the public is aware and remains compliant with these guidelines to maintain a safe, orderly and enjoyable event. I understand that this application must be approved by the Village Board of Trustees. I further understand that failure on my part, personally or on the part of the organization which I represent, to abide by these guidelines constitute sufficient cause to stop this event and deny use of Village facilities in the future.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**OFFICE USE ONLY**

- Recommendations:  Police Patrols  
 Traffic Control  
 Extra Trash Pick-up (Additional Fee associated)  
 Other:

\_\_\_\_\_  
Special Conditions:

- Approved:  Director of recreation \_\_\_\_\_ (initials) \_\_\_\_\_ (date)  
 Village Manager \_\_\_\_\_ (initials) \_\_\_\_\_ (date)  
 Police Chief \_\_\_\_\_ (initials) \_\_\_\_\_ (date)  
 Mayor \_\_\_\_\_ (initials) \_\_\_\_\_ (date)

Rejected:   
Rejected (reason):

\_\_\_\_\_  
Base Fee: \$ \_\_\_\_\_ plus Other Services from Rate Chart \$ \_\_\_\_\_ =  
\$ \_\_\_\_\_

Damage/Cleanup Fee: \$ \_\_\_\_\_

Total paid: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Event Follow-up Comments:

\_\_\_\_\_  
Return of Damage/Clean-up Deposit: \$ \_\_\_\_\_ Date:





HOLD HARMLESS AGREEMENT

(NAME OF EVENT/ORGANIZATION)

\_\_\_\_\_ (referred to herein as "User") does hereby covenant and agree to defend, indemnify and hold harmless the Village of Saranac Lake, NY (referred to herein as "Village"), to the fullest extent permitted by law in connection with the actual or proposed use of Village facilities, as identified in the associated Village of Saranac Lake Park Use Form, and/or the participation in the event known as \_\_\_\_\_.

User agrees to indemnify and hold harmless the Village, its representatives, agents and employees from and against any and all claims, suits, liens, judgments, damages, losses and expenses, including legal fees and all court costs and liability (including statutory liability) arising in whole or in part and in any manner from injury and/or death of person or damage to or loss of any property resulting from the acts, omissions, breach or default by or of User, his/her family and/or invitees and friends, in connection with spectating, observing and/or participating in or of the activities, functions, events, affairs or proceedings of the \_\_\_\_\_, except as to those claims, suits, liens, judgments, damages, losses and expenses that were caused by the negligence of Village.

User will defend and bear all costs of defending any actions or proceedings brought against the Village, its officers, directors, agents and employees, arising in whole or in part out of any act, negligence, omission, breach or default of or by User. The foregoing indemnity shall include injury or death of the User or members of his/her family, friends, invitees, agents, or representatives and shall not be limited in any way by an amount or type of damage, compensation, or benefits payable under any applicable workers compensation, disability benefits or other similar employees benefit act.

User hereby expressly permits the Village to pursue and assert claims against the User for indemnity, contribution and common law negligence arising out of claims for damages for death and personal injury.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Village of Saranac Lake

\_\_\_\_\_  
User

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Print Name)

# Riverside Park



1 inch = 50 feet



Riverside Park users may only set up events, booths, and tents outside the area shown in yellow.

George Lapan Memorial Hwy

Saint Bernard St

River St

Main St







## NY FORWARD SAFETY PLAN TEMPLATE

Each business or entity, including those that have been designated as essential under Empire State Development's Essential Business Guidance, must develop a written Safety Plan outlining how its workplace will prevent the spread of COVID-19. A business may fill out this template to fulfill the requirement, or may develop its own Safety Plan. **This plan does not need to be submitted to a state agency for approval** but must be retained on the premises of the business and must be made available to the New York State Department of Health (DOH) or local health or safety authorities in the event of an inspection.

Business owners should refer to the State's industry-specific guidance for more information on how to safely operate. For a list of regions and sectors that are authorized to re-open, as well as detailed guidance for each sector, please visit: [forward.ny.gov](http://forward.ny.gov). If your industry is not included in the posted guidance but your business has been operating as essential, please refer to ESD's [Essential Business Guidance](#) and adhere to the guidelines within this Safety Plan. Please continue to regularly check the New York Forward site for guidance that is applicable to your business or certain parts of your business functions, and consult the state and federal resources listed below.

### COVID-19 Reopening Safety Plan

Name of Business:

Industry:

Address:

Contact Information:

Owner/Manager of Business:

Human Resources Representative and Contact Information, if applicable:

#### I. PEOPLE

**A. Physical Distancing.** To ensure employees comply with physical distancing requirements, you agree that you will do the following:

- Ensure 6 ft. distance between personnel, unless safety or core function of the work activity requires a shorter distance. Any time personnel are less than 6 ft. apart from one another, personnel must wear acceptable face coverings.
- Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.

- Post social distancing markers using tape or signs that denote 6 ft. of spacing in commonly used and other applicable areas on the site (e.g. clock in/out stations, health screening stations)
- Limit in-person gatherings as much as possible and use tele- or video-conferencing whenever possible. Essential in-person gatherings (e.g. meetings) should be held in open, well-ventilated spaces with appropriate social distancing among participants.
- Establish designated areas for pick-ups and deliveries, limiting contact to the extent possible.

*List common situations that may not allow for 6 ft. of distance between individuals. What measures will you implement to ensure the safety of your employees in such situations?*

*[Faint, illegible text area for listing situations and measures]*

*How you will manage engagement with customers and visitors on these requirements (as applicable)?*

*[Faint, illegible text area for managing engagement]*

*How you will manage industry-specific physical social distancing (e.g., shift changes, lunch breaks) (as applicable)?*

*[Faint, illegible text area for industry-specific distancing]*

## **II. PLACES**

**A. Protective Equipment.** To ensure employees comply with protective equipment requirements, you agree that you will do the following:

- Employers must provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.

*What quantity of face coverings – and any other PPE – will you need to procure to ensure that you always have a sufficient supply on hand for employees and visitors? How will you procure these supplies?*

- Face coverings must be cleaned or replaced after use or when damaged or soiled, may not be shared, and should be properly stored or discarded.

*What policy will you implement to ensure that PPE is appropriately cleaned, stored, and/or discarded?*

- Limit the sharing of objects and discourage touching of shared surfaces; or, when in contact with shared objects or frequently touched areas, wear gloves (trade-appropriate or medical); or, sanitize or wash hands before and after contact.

*List common objects that are likely to be shared between employees. What measures will you implement to ensure the safety of your employees when using these objects?*

**B. Hygiene and Cleaning.** To ensure employees comply with hygiene and cleaning requirements, you agree that you will do the following:

- Adhere to hygiene and sanitation requirements from the [Centers for Disease Control and Prevention \(CDC\)](#) and [Department of Health \(DOH\)](#) and maintain cleaning logs on site that document date, time, and scope of cleaning.

*Who will be responsible for maintaining a cleaning log? Where will the log be kept?*

- Provide and maintain hand hygiene stations for personnel, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas where handwashing is not feasible.

*Where on the work location will you provide employees with access to the appropriate hand hygiene and/or sanitizing products and how will you promote good hand hygiene?*

**STAY HOME.**

**STOP THE SPREAD.**

**SAVE LIVES.**

- Conduct regular cleaning and disinfection at least after every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.

*What policies will you implement to ensure regular cleaning and disinfection of your worksite and any shared objects or materials, using products identified as effective against COVID-19?*

**C. Communication. To ensure the business and its employees comply with communication requirements, you agree that you will do the following:**

- Post signage throughout the site to remind personnel to adhere to proper hygiene, social distancing rules, appropriate use of PPE, and cleaning and disinfecting protocols.
- Establish a communication plan for employees, visitors, and customers with a consistent means to provide updated information.
- Maintain a continuous log of every person, including workers and visitors, who may have close contact with other individuals at the work site or area; excluding deliveries that are performed with appropriate PPE or through contactless means; excluding customers, who may be encouraged to provide contact information to be logged but are not mandated to do so.

*Which employee(s) will be in charge of maintaining a log of each person that enters the site (excluding customers and deliveries that are performed with appropriate PPE or through contactless means), and where will the log be kept?*

- If a worker tests positive for COVID-19, employer must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.

*If a worker tests positive for COVID-19, which employee(s) will be responsible for notifying state and local health departments?*

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### III. PROCESS

**A. Screening.** To ensure the business and its employees comply with protective equipment requirements, you agree that you will do the following:

- Implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. Assessment responses must be reviewed every day and such review must be documented.

*What type(s) of daily health and screening practices will you implement? Will the screening be done before employee gets to work or on site? Who will be responsible for performing them, and how will those individuals be trained?*

*If screening onsite, how much PPE will be required for the responsible parties carrying out the screening practices? How will you supply this PPE?*

**B. Contact tracing and disinfection of contaminated areas.** To ensure the business and its employees comply with contact tracing and disinfection requirements, you agree that you will do the following:

- Have a plan for cleaning, disinfection, and contact tracing in the event of a positive case.

*In the case of an employee testing positive for COVID-19, how will you clean the applicable contaminated areas? What products identified as effective against COVID-19 will you need and how will you acquire them?*

*In the case of an employee testing positive for COVID-19, how will you trace close contacts in the workplace? How will you inform close contacts that they may have been exposed to COVID-19?*

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**STOP THE SPREAD.**

**SAVE LIVES.**



#### IV. OTHER

Please use this space to provide additional details about your business's Safety Plan, including anything to address specific industry guidance.

[Faint, illegible text in a large text area, likely representing a form for providing additional details about a business's Safety Plan.]

**Staying up to date on industry-specific guidance:**

To ensure that you stay up to date on the guidance that is being issued by the State, you will:

- Consult the NY Forward website at [forward.ny.gov](http://forward.ny.gov) and applicable Executive Orders at [governor.ny.gov/executiveorders](http://governor.ny.gov/executiveorders) on a periodic basis or whenever notified of the availability of new guidance.

**STAY** HOME.

**STOP** THE SPREAD.

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## **State and Federal Resources for Businesses and Entities**

As these resources are frequently updated, please stay current on state and federal guidance issued in response to COVID-19.

### ***General Information***

[New York State Department of Health \(DOH\) Novel Coronavirus \(COVID-19\) Website](#)  
[Centers for Disease Control and Prevention \(CDC\) Coronavirus \(COVID-19\) Website](#)  
[Occupational Safety and Health Administration \(OSHA\) COVID-19 Website](#)

### ***Workplace Guidance***

[CDC Guidance for Businesses and Employers to Plan, Prepare and Respond to Coronavirus Disease 2019](#)  
[OSHA Guidance on Preparing Workplaces for COVID-19](#)

### ***Personal Protective Equipment Guidance***

[DOH Interim Guidance on Executive Order 202.16 Requiring Face Coverings for Public and Private Employees](#)  
[OSHA Personal Protective Equipment](#)

### ***Cleaning and Disinfecting Guidance***

[New York State Department of Environmental Conservation \(DEC\) Registered Disinfectants of COVID-19](#)  
[DOH Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19](#)  
[CDC Cleaning and Disinfecting Facilities](#)

### ***Screening and Testing Guidance***

[DOH COVID-19 Testing](#)  
[CDC COVID-19 Symptoms](#)

**STAY** HOME.

**STOP** THE SPREAD.

**SAVE** LIVES.