



# 2019 Walkkill Valley Rail Trail Event Policy



## **1.0 Policy Overview**

This policy represents WVLT's effort to balance the needs of all our users with those groups wishing to hold an organized event or special activity on the Walkkill Valley Rail Trail (hereafter called Rail Trail). Below is outlined the requirements for holding events on the Rail Trail, and describes the approval process as well as the guidelines WVLT uses to administering this policy.

The Rail Trail cannot be closed at any time for any event.

The following events do NOT require an event permit: Organized or private hikes, walks, runs, or rides using the Rail Trail of less than 25 individuals\*.

\*The term "individuals" includes estimated participants, event organizers and spectators combined.

## **2.0 Event Application and Approval Process**

2.1 Persons/ organizations desiring to hold an event on the Rail Trail must fill out an event request application, which can be obtained on the WVLT website or by calling the office.

2.2 Completed applications, along with the **Damage Deposit** and **Application Donation** can be mailed or emailed to WVLT and must be received by WVLT **at least 30 days before the event.**

2.4 Approval for a proposed event will not be unreasonably withheld. The guidelines in this section outline primary reasons for which an event application may be approved or denied:

- i) Proposed events to be held for the benefit of schools, boy scouts (or similar groups), charities or non-profit organizations, as well as events simply to encourage exercise, fitness, and enjoyment of the Rail Trail are given preference.
- ii) Events that are already scheduled on a date take priority over new requests.
- iii) All events must ensure that the Rail Trail is effectively posted & communicated, controlled and monitored throughout the activity so that public use is maintained.
- iv) Events that are deemed too disruptive to the use and enjoyment of the Rail Trail by users who are not part of the event will be denied, or the WVLT may require the proposed event to be modified to minimize the disruption.

### **3.0 Responsibilities**

**3.1 Accessibility:** The Rail Trail must always remain open and passable for public use prior, during and after the event. Your event should impact other users minimally. Please be considerate of the other users who may not be aware of your event.

**3.2 Event Hours:** Events on the Rail Trail are only permitted from sunrise to sunset 7 days a week with the exception of holiday weekends. Exceptions may be made to holiday weekends at the discretion of WVLT. **Maximum duration of an event itself on the Rail Trail is 6 hours.**

**3.3 Trash Removal:** There are no trash cans on the Rail Trail. All trash must be removed after the event. If you bring it in...take it out! Plan on providing trash receptacles and for part of your breakdown/clean up team, police the Rail Trail and staging area(s) for litter.

**3.4 Restroom Facilities:** There are no restrooms on the Rail Trail properties. Please be aware of this when planning your event.

**3.5 Signage and Marks:** Any signs for the event must be temporary and removed the day of the event. Sign placement cannot pose any obstruction or danger to other users. No permanent paint or material may be used to mark the Rail Trail or the event.

**3.6 No open flames,** lit candles, no gas or charcoal grills or any other open flames are permitted on the Rail Trail at any time.

**3.7 No alcoholic beverages** may be served or consumed during the event.

**3.8 Parking and access to the Rail Trail** is limited to public parking areas and road crossings. Plan your event accordingly.

**3.9 Safety:**

- All participants in cycling events must wear a helmet.
- You are responsible for contact the local emergency medical service (EMS) and alert them of your event.
- If your event crosses roads at any point while using the Rail Trail, you must coordinate with the police department(s) responsible for those intersections. Police and/or local safety personnel from fire or EMS companies may be used to monitor road crossings in addition to volunteers. Any use of volunteer flaggers at road crossings must be approved by the local police and the flaggers must wear safety vests and utilize warning flags. THIS IS THE RESPONSIBILITY OF YOU, THE EVENT SPONSOR, TO SET UP AND OVERSEE.

**3.10 Coordination with Municipalities:** All municipalities and land owners of the Rail Trail must be contacted and their required event policy must be completed prior to the event. WVLT may request documentation that municipal applications and requirements have been completed. A list with links for each municipality and land owner is provided in Attachment B.

3.11 **Trail Condition:** The Rail Trail shall be left in the condition it was found, with all trash and signs removed, and the terrain not altered. Any such damage will be charged against the Damage Deposit.

#### **4.0 Event Organizers' Responsibilities**

The conditions listed below apply to all persons who use the Rail Trail to conduct approved special events or activities. These activities must first be approved by WVLT as evidenced by a Letter of Authorization given to the Event Sponsor after the application is reviewed.

An event is not considered approved UNTIL the Event Sponsor has submitted the application and WVLT has responded with a Letter of Authorization to the Event Sponsor. Following receipt of the Event Authorization Letter, the Event Sponsor must provide the refundable **Damage Deposit, Application Donation and Proof of Insurance** to WVLT prior to the event as outlined in 5.0.

4.1 The Event Sponsor has full responsibility to have knowledge of and comply with all Wallkill Valley Rail Trail rules, as well as all applicable federal, state, and local/ Town/ Village statutes, rules and regulations (see Attachment A)

4.2 The Event Sponsor shall fully coordinate this activity with WVLT's designated contact. WVLT has full authority to place further conditions on, suspend, or terminate the activity as deemed in the best interest of the Rail Trail.

4.3 WVLT shall be the sole judge of any conflict between the proposed event and normal recreational activities carried on by the public on the Rail Trail use. WVLT retains the authority to resolve any conflict in the best interest of the Rail Trail.

4.4 The Event Sponsor shall indemnify and hold harmless the Wallkill Valley Land Trust, and the Wallkill Valley Rail Trail land owner(s) from and against damages to property or injuries including death to any persons and other losses, damages, expenses, claims, demands, suits, and actions by any party against the Rail Trail in connection with the activity. **Event Sponsor must provide a letter stating this indemnification from their insurance company, signed by an authorized representative of the Event Sponsor, at least 7 days prior to the event.**

#### **5.0 Event Coverage (Damage Deposit, Insurance & Application Fees)**

5.1 **Damage Deposit:** Whether the application is for a commercial or non-commercial event, A REFUNDABLE DAMAGE DEPOSIT is required to cover the cost of any damage or clean-up needed for use of the Rail Trail for an event. The deposit is to cover any costs associated with clean-up or repair to the Rail Trail.

The Damage Deposit is based on the following:

- a) No deposit if less than 25 users.
- b) \$150 if 25 or more but less than 50 users.
- c) \$ 500 if 50 or more users but less than 150 users.
- d) \$1000 if 150 or more users, but less than 300
- e) Events over 300 users require special permission and will be evaluated on a case by case basis.

Damage or clean-up costs exceeding the deposit will be assessed after the event. The Event Sponsor organizer may be required to meet with a WVLT contact on site for an inspection after the event ends. If damage occurs, repair costs will be deducted from the deposit. If the Rail Trail is intact and returned to original condition, all trash and signage is removed, the Damage Deposit will be refunded to the Event Sponsor within ten days after the event.

**5.2 Event Insurance:** The Event Sponsor is required to provide Comprehensive General Liability Insurance naming the Wallkill Valley Land Trust, Inc. as additional insured as well as the appropriate land owner(s) (if the event crosses other sections owned by other parties). (The Wallkill Valley Rail Trail owners include: the Town of Gardiner, the Town of New Paltz, the Village of New Paltz, the Wallkill Valley Land Trust, Inc., and the Williams Lake Project, where applicable).

**5.3 Application Fee:** A donation to WVLT is required upon following the receipt of the Letter of Authorization. Event donations are tax deductible and support the management and improvements of the Wallkill Valley Rail Trail.

Application fees are as follows:

- a) \$25 donation for events of less than 25 users.
- b) \$100 if 25 or more but less than 50 users.
- c) \$250 if 50 or more users but less than 150 users.
- d) \$500 if 150 or more users, but less than 300
- e) Events over 300 users require special permission, and require a minimum donation of \$1,500

## Attachment A

### **Rail Trail Rules:**

- The trail is open dawn to dusk
- Dogs must always be on leash
- The trail passes through private property, participants **must** stay on the trail
- No discharging of firearms on or across trail
- Motorized vehicles are not permitted

The Event Sponsor agrees to ensure that all participants are made aware of the rules (which are universal for the entire extent of the Rail Trail), and that minors will be provided with sufficient adult supervision.

## Attachment B

From the southern starting point of the Walkkill Valley Rail Trail heading north:

Mile 0 to Mile 5.5 is the Town of Gardiner (owner)

Mile 5.5 to Mile 7.75 is the Town of New Paltz (owner)

Mile 7.75 to Mile 9.5 is the Village of New Paltz (owner)

Mile 9.5 to Mile 12.25 is the Town of New Paltz (owner)

Mile 12.25 to Mile ~17 is the Walkkill Valley Land Trust (owner) and Town of Rosendale

Mile ~17 to Mile 18.5 is the Williams Lake Project (owner) and Town of Rosendale

Mile 18.5 to Mile 20 is the Walkkill Valley Land Trust (owner) and Town of Rosendale

Mile 20 to Mile 21.5 is the Walkkill Valley Land Trust (owner) and Town of Ulster

