



## 2023 Event Policy on Public Lands

### 1.0 Policy Overview

This policy represents the Wallkill Valley Land Trust's (WVLT's) effort to balance the needs of all our users with those groups wishing to hold an organized event or special activity on a WVLT managed public land.

This includes but is not limited to the following properties (hereafter titled "WVLT Properties"):

- Joppenbergh Mountain
- The 22+ mile Wallkill Valley Rail Trail (hereafter called Rail Trail)
- Nyquist-Harcourt Wildlife Sanctuary

Outlined below describes the guidelines as well as the approval process WVLT uses to evaluate and approve is appropriate event proposals.

The following activities do NOT require an event permit: Organized or private hikes, walks, runs, or rides using WVLT Properties 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 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 Fee** 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:

- 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 protected open spaces and passive recreation trails are given preference.

- ii) Events that are already scheduled on a date take priority over new requests.
- iii) All events must ensure that the WVLT Properties are 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 WVLT Properties 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.
- v) WVLT does not permit closures WVLT Properties for events.

### **3.0 Responsibilities**

- 3.1 **Accessibility:** The WVLT Properties 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 WVLT Properties 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 is 6 hours.**
- 3.3 **Trash Removal:** There are no trash cans on WVLT Properties. 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 WVLT Properties and staging area(s) for litter. Failure to clean up after events may impact the return of the Damage Deposit.
- 3.4 **Restroom Facilities:** There are no restrooms on WVLT 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 anything on a WVLT Properties.
- 3.6 **No open flames,** lit candles, no gas or charcoal grills or any other open flames are permitted on WVLT Properties at any time.

- 3.7 **No alcoholic beverages** may be served or consumed during the event on WVLT Properties.
- 3.8 **Parking and access to WVLT Properties** is limited to public parking areas and road crossings. Plan your event accordingly. Respect the adjacent private properties.
- 3.9 **Safety:**
- All participants in cycling events must wear a helmet. Note: bicyclist access is limited in some WVLT Properties.
  - 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 WVLT Properties, 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 from where the WVLT Properties are located for the proposed event 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 for the Rail Trail, land owner, is provided in Attachment B.
- 3.11 **Trail Condition:** WVLT Properties 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.
- 3.12 **COVID-19 Protocols:** The WVLT is continually monitoring the COVID-19 pandemic and taking precautions to protect the health and safety of our community. All of our public properties with access remain open to the public at this time. Social distancing is encouraged. Please wear a face covering when you cannot maintain social distance.

#### **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 Refundable 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 of at least \$25 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.

**Starting January 1, 2023 application fees are as follows:**

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

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

### **Municipality Contact Information:**

#### Town of Ulster

Town Hall Phone: 845-382-2455

#### Town of Rosendale\*

Town Clerk Phone: 845-658-3159 ext. 2

\*Note: Town of Rosendale also has an application that you must complete.

Police Department Phone: 845-658-3159 ext. 289

#### Town of New Paltz

Phone: 845-255-0604

Police Department: 845-255-1323

#### Village of New Paltz

Phone: 845-255-3055

Police Department: 845-255-1323

#### Town of Gardiner

Town Hall Phone: 845-255-9675

