



COUNTY OF NASSAU  
DEPARTMENT OF PARKS, RECREATION & MUSEUMS  
EISENHOWER PARK - EAST MEADOW, NEW YORK 11554  
[www.nassaucountyny.gov/parks](http://www.nassaucountyny.gov/parks)

## 2020 Event Check List – Athletic Fields

Athletic field permits are available for an additional fee.

**Contact:**

- Mark LaMarr for fields at Cantiague Park: [mlamarr@nassaucountyny.gov](mailto:mlamarr@nassaucountyny.gov)
- Paul Grzymalski for all other fields: [pgrzymalski@nassaucountyny.gov](mailto:pgrzymalski@nassaucountyny.gov),
- or [NCFields@nassaucountyny.gov](mailto:NCFields@nassaucountyny.gov).

When requesting Athletic Fields from Nassau County Department of Parks, Recreation and Museums, the following information is important to ***include on your letter of request*** so that we may be better prepared for your group's arrival at one of our many facilities. Be sure to review all insurance requirements, as well as Rules and Regulations.

**On Organization's letterhead:**

1. Organization Name:
2. Contact Name:
3. Phone Number:
4. Mailing Address:
5. Email Address:
6. Have you had a field permit with us before?
7. Sport: League Play/Tournament/Practice/Showcase/  
Professional/Collegiate
8. Park and Field desired: Turf/Grass/Both/
9. Date(s) requested:
10. Times requested (start/finish/clean up):
11. Is this a recurring request (same times as last year's permit?)

**INSURANCE REQUIREMENTS AS OUTLINED BELOW**

Permittee shall furnish with the application herein a certificate of commercial general liability insurance, issued to and covering the liability of the County and Permittee, with respect to the ownership and use of the property covered by this Permit. Such liability policy shall name the "County of Nassau", as additional insured under the Commercial General Liability and Excess/Umbrella Liability policies. A waiver of subrogation is granted in favor of the County of Nassau. The limits of liability in such policy shall be not

less than two million dollars (\$2,000,000.00) per occurrence with four million dollars (\$4,000,000.00) aggregate coverage for all damages arising out of personal injury and bodily injury, including death at any time resulting there from, and destruction to property. Such insurance is to be kept continuously in force during the currency of this Permit and any renewals thereof and shall be written by a carrier licensed to do business in New York State and satisfactory to the County. The premium for such insurance is to be paid by the Permittee. The insurance policy must be in form, substance and in all respects acceptable to the County. Coverage Subject to Change according to Event.

**IMPORTANT:** A CERTIFICATE OF INSURANCE IS TO BE ISSUED TO THE COUNTY OF NASSAU ON AN ACCEPTABLE FORM WHICH SHOWS THAT THE COVERAGE HAS BEEN OBTAINED AND THAT THE COUNTY WILL BE GIVEN TEN (10) DAYS' NOTICE OF CANCELLATION.

***The following must be on Certificate of Insurance to be valid and acceptable for Nassau County Department of Parks, Recreation and Museums:***

***Description of Operations:***

*The Certificate holder, Nassau County is included as Additional Insured for the (Event and Event Name and Sponsor)*

*Date(s): \_\_\_\_\_, 2020, 12:00 a.m. through \_\_\_\_\_, 2020, 11:50 p.m.*

***Location(s): (Park Name and Address, including city, state and zip code)***

***Certificate Holder***

***Nassau County***

*1550 Franklin Ave*

*Mineola, New York 11501*

**NOTE:** County as a certificate holder **ONLY** is **NOT ACCEPTABLE**.

***Permittee will be responsible for financial reimbursement for all overtime costs incurred by Nassau County Department of Parks, Recreation and Museums, Police Department and Public Safety Department due to their event for any and all road and traffic closures and delays. Event Timing Company must provide and comply with insurance provisions naming Nassau County as additional insured, as stated above. Event Timing Company or Race Director must provide their own route markings, cones, stations, and barricades. Nassau County will not provide.***

**Road Closures:** Nassau County Department of Recreation, Parks and Museums does not permit the closure of any roads. Any permits must be obtained by the proper governing authority.

**Medical:** Permittee shall provide all necessary first aid and emergency services as required by the New York State Department of Health.

All races will be required to have medical staff on site 30 minutes prior to start, during race and 30 minutes after the last runner crosses the finish line. Medical staff will be either an EMT or Physical Trainer, licensed and insured with working AED. Permittee will be required to provide medical staffs licensing, insurance and proof of hiring. No foot race will be allowed to host event without medical staff.

***Any Ambulance requested by the Permittee or required by the Department or the Nassau County Police Department Emergency Ambulance Bureau (the "Police") MUST be ordered through the Police 516-573-3161. No outside or independent Ambulance Service Provider shall be in County Parks without express permission from the Police. In the event the Permittee fails to comply with this section, the Permittee shall be liable for any costs and/or fines incurred by the County and/or***

*the Department for any potential violation of the collective bargaining agreement.*

**Cleaning/Repairs:** Premises must be returned to the condition it was in prior to the Event and Permittee must provide poly bags for receptacles, and other cleaning supplies required to maintain a clean and healthy environment for the duration of this Permit. Nassau County

***Permittee will be responsible financially for all overtime costs incurred by Nassau County Department Parks, Recreation and Museums due to their failure to clean up after an event. Please bag all garbage and recyclables.***

**Revocation:** The County reserves the right, in the County's sole discretion, for any or no reason, to revoke this Permit on demand, notice mailed to the Permittee at the address given in the application herein. In the case of revocation of this Permit by the County, prior to the use, the County shall refund to the Permittee any fee paid hereunder by the Permittee.

**Parking Booths:** In season, Nassau County Parks, Recreation and Museums charges a parking fee to all

*No tents may be raised on ball fields.*

### **Park Rules and Regulations**

1.) Permittee is required to meet, in person, with Park Director two weeks prior to event to review requirements of event and availability of equipment at facility.

2.) It is Permittee's responsibility to bring, rent, set up and break down all equipment necessary for event, and clean up area and bag garbage. For some events, depending on size, Permittee might be asked to secure a dumpster, hire cleaning company, or rent portable toilets.

3.) Permittee may not charge an entrance fee or toll. Admission fees, charges, or donations may only be collected when approved in writing by the Chief Deputy Commissioner of Nassau County Department of Parks, Recreation and Museums.

4.) Permittee and all vendors must apply for a \$100.00 vendor's permit through the Nassau County Department of Parks, Recreation and Museums Events Office along with an itemized list of items for sale. All vendors must observe Federal, State, County Laws and ordinances on items sold. It will be the Permittee's responsibility to monitor vendors for any illegal, moral or lascivious items for purchase.

**5.) Permittee may not enter Park prior to time specified on permit. If Permittee needs extra time to set up event, they must discuss extra time with the Permit Office to do so.**

6.) **No animals** are permitted on Nassau County property, except for working dogs, working animals, dogs participating in Dog Show Event or Park Dog Runs. A permit is required from this Department is required to bring any other animals onto Park property.

7.) No alcoholic beverages or glass containers are allowed. An alcohol permit may be obtained through the Parks Department, provided proper liquor law legal liability insurance is provided by Permittee.

8.) In the case of thunder and lightning, all participants and event organizers are required to vacate event area, and return to their cars or buses until storm has passed. No one may re-enter Park event area until Park staff deems lightning and thunder have safely passed (45 minutes after last bolt of lightning or sound of thunder).

9.) Permit is not valid without signature of Nassau County Parks, Recreation and Museums Commissioner.

**10.) If event requires assistance from Nassau County Department of Public Works, Facilities Management, Police, Public Security or Parks, Recreation and Museums personnel, Permittee will be required to cover all overtime costs for personnel and equipment.**

11.) Nassau County Department of Parks, Recreation and Museums reserves the right to cancel any event at any time Permittee does not comply with all Rules and Regulations.

12.) No person shall remove, destroy, deface or disturb any plant or throw missiles at, injure, kill, hunt or trap any animal within park.

13.) No person shall kindle, build or maintain a fire except in a suitable fireplace or barbeque grill provided for such purpose. When permitted, a fire shall be continuously under the care of and discretion of a competent person. No person shall discard any lighted match, cigar, or cigarette within any park.

14.) No person shall fish except in areas designated for that purpose.

15.) No person shall wade or swim in any park waters except at such times and such places as are designated for such purposes. No person shall dress or undress in any park except in such bathhouses as may be maintained for that purpose.

16.) Fireworks are prohibited, unless proper permission is secured by Parks Commissioner, then and only then, may event secure proper Fire Marshal permits. All paperwork must be filed with Parks Offices 2 weeks prior to the event.

17.) Park personnel are not responsible for moving picnic tables or garbage cans, permittee may arrange area to their needs but may not take tables from other picnic areas.

18.) Nassau County Parks does not permit balloon launches as they are dangerous to wildlife and do not decompose naturally for the environment.

Nassau County Department of Parks, Recreation and Museums  
reserves the right to cancel event at any time

Permit is non-transferable

Nassau County Department of Parks, Recreation and Museums  
charges a parking fee to Non-Residents