



Stroud Recreation
Stroud Region Open Space and Recreation Commission

15 Day Street
East Stroudsburg, PA 18301

570-426-1512 info@srosrc.org

Special Event Request

For 501(c)3 non-profits organizations only

Special Event requests must be submitted in person at the Day Street Community Center. Please allow **at least 6 months** for processing, as these requests require staff review and may require board approval.

Proposed Event Information

Proposed Event Date _____ Time Period _____

Due to park capacity and facility limitations, most special events over 40 people may only be held during the off season dates October 1 – April 30 (season dates may vary)

Estimated Number of Participants _____

Event Description (attach separate sheet if needed)

Non-Profit Contact Information

Name _____ Email _____

Organization _____

Municipality _____

Address _____

City, State Zip _____

Phone _____

Include with request:

- 501(c)3 Certificate
- Certificate of Liability Insurance (minimum amount of \$500,000 coverage) with additional insured
- Detailed schedule of events and activities
- Map of facility use
- Plans (including event staff) to manage parking, garbage, and additional restrooms facilities as needed
- A specific list of any requested rule waivers or special permissions.
- Any other relevant logistical information.

During review, additional information may be requested.

Renter's Acknowledgements and Responsibilities

- Renter acknowledges that requests are accepted at the Day Street Community Center on a first-come, first served basis. Submitting a request does not guarantee a rental. The facility is only reserved upon payment of the required fees and security deposit, if applicable.
- Food preparation plans must be reviewed by the municipal health inspector and the SROSRC Executive Director. Operations must be licensed as required by the health inspector. There may be additional fees for food vendors.
- Vendors and sales are prohibited in parks by standard rules and regulations. A specific waiver must be requested to host vendors. Additional fees may apply.
- Renter acknowledges receipt of and agrees to abide by the Stroud Region Park, Trail & Facilities Rules and Regulations, posted municipal park rules, and further agrees to notify all participants at its event of these rules and regulations.
- The Renter shall indemnify, save harmless, and defend SROSRC and the municipal owner from all claims, liabilities, suits, judgments, verdicts, actions or proceedings at law or equity of any kind arising out of or related to this Agreement unless the same arises primarily out of the negligent action or inaction of SROSRC, municipal owner or their employees, agents or servants. Such actions shall include, among other things, injury to property, and injury, sickness, or death of Individuals, including, without limitation, members of the public and officers, agents, and employees of the Renter.
- The Renter acknowledges and agrees that if it is an organization it shall submit to SROSRC a Certificate of Insurance in the minimum amount of \$500,000 naming the municipal owner and SROSRC as Additional Insureds.
- Parks are open to the public. Facility rentals do not prohibit public access to the park.

Rental Fees - see applicable rate sheets for pavilions, fields, and other facilities

Discounts below are for municipal resident 501(c)3 non-profits only. Otherwise, regular fees apply. 501(c)3 must be based in the Borough of East Stroudsburg, Borough of Stroudsburg, or Stroud Township to qualify for residency.

Dansbury Park Counterman Pavilion - Half (20 tables, seats 120 adults/160 kids)
Municipal Resident 501(c)3 Rental Fee: \$100 Security Deposit \$100

Dansbury Park Counterman Pavilion - Full (45 tables, seats 270 adults/360 kids)
Municipal Resident 501(c)3 Rental Fee: \$150 Security Deposit \$100

Agreement

I have read and agree to the above Renter's Acknowledgements and Responsibilities and agree to be bound thereby:

Renter Signature _____ Date _____

Staff Approval / Denial _____ Date _____

Conditions for Approval _____

Reasons for Denial _____

*If your application is denied, you may appeal the decision to the Commission. If you would like to appeal, you must provide a written request to appeal and will be placed on the agenda for the next meeting.

FOR SROSRC STAFF USE

	Amount	Date Paid	Cash or Check No.	Refund Date/Check No.
Security Deposit				
Reservation Fee				
Additional Fee(s)				
Total				

501(c)3 Certificate <input type="checkbox"/> Date Received:
Certificate of Insurance <input type="checkbox"/> Date Received:
Additional Insured <input checked="" type="checkbox"/> SROSRC <input type="checkbox"/> Stroud Township <input type="checkbox"/> Borough of Stroudsburg <input type="checkbox"/> Borough of East Stroudsburg