



TOWN OF IRVINGTON

Use of ~~TOWN~~ Town ~~COMMONS~~ Commons ~~PARK~~ for non-Town sponsored events

The Town Commons ~~Park is are~~ available for event use by the residents of Irvington and organizations following the approval of a request by the Town Council. ~~primarily for active and passive recreational activities.~~

~~Commons: "Land owned or used by all the inhabitants of a place."~~

The following rules and regulations shall govern the use of the Commons:

- Requests for events should be made at least 6 weeks in advance to the Town Office and must be approved by the Town Council. ~~Schedule activity or event with Town Office.~~
- A certificate of insurance naming the Town as an additional insured, copy to be provided to the Town Clerk.
- Items including but not limited to Removal of all tents, awnings dumpsters, displays, chairs, tables should be set-up and removed as close to the event as possible. Both the name of contractors providing items and t~~The anticipated timeline must be shared with the Town Office at least 2 weeks prior to an event.~~equipment, etc. by 12:00pm the next day. Every effort must be made to limit the time of such items on the Town Commons.
- Provide sanitary facilities to be removed by 12:00pm the next day. Depending on the Eevent, sponsors should coordinate with the Town Office may be required to pay for an additional cleaning of the Town-provided porta-potties following the event. Event sponsors shall provide all consumable supplies for the porta-potties and must leave them in a clean condition after the event.
- ~~Additional porta-potties should be provided by the event host, depending upon the number of anticipated participants. Town recommends that additional bathroom facilities be provided for any event over 75 people.~~

5. Collect and remove all trash by 12:00pm the next day. All trash must be picked up from the Commons and placed in receptacles no later than the day following the event. For larger events, Town may require that all trash be collected and removed offsite. In no case, shall any trash or recycling be left outside trash or recycling receptacles.
6. If the Town Office determines any property damage has occurred, including turf, septic fields, benches, gazebos, plantings, playground, tennis courts, or other town property, then Repair repairs any to turf or soil damage repair or reimbursement will be the responsibility of the event host.
7. Prevent any unnecessary noise. Sound equipment volume not to exceed reasonable levels.
8. Hours of use shall be from 9:00am to 10:00pm by reservation, unless other specific arrangements are made with the Town- All amplified activities must not start before 9 am and cease by sunset, unless specifically requested and approved by the Town.
9. If alcoholic beverages are served, ABC license is required, a copy to be provided to the Town Clerk.
10. Automobiles should not be parked on the main commons, other than for unloading purposes. Vehicles may be parked on the North Commons. Parking of vehicles will not be allowed on the Commons except to unload/load equipment. See #2. Locations of all septic fields, including the Museum and the Bank, shall be marked and protected from vehicular traffic.
11. Signage, if necessary, requires the approval of the zoning administrator. All Town ordinances, for example regarding signs, are to be followed by all events.
12. Utilities (water and electricity) will be provided by the user. Commons electrical receptacles can only be used for incidental loads, such as PA systems and lighting. Heavy-draw loads, such as for cooking, must be powered by a source other than the outlets on the commons.
13. Dogs must be on a leash and waste must be deposited in trash container.

History of Document

Adopted by Irvington on July 14, 2008

Revisions suggested MayJune 2025

Phil's Recommendations June 2025