

## **Village of Deposit**

Policy on Events that are requested in the Incorporated limits of the Village of Deposit.

### **Policy:**

The Village of Deposit strongly supports and encourages activities that benefit the community as whole. If an event is organized that promotes any organization or the common good of the community, the Deposit Village Board of Trustees would like to aid in the transition of public services provided to that event.

### **Procedure:**

Any entity that would like to plan an event in the Deposit Community will be required to fill out a form provided by the Village Clerk's Office at 146 Front Street in the Village of Deposit.

### **Village Clerk:**

The Clerk of the Village will issue all forms regarding community events. These forms need to be provided 60 days in advance of the event that is requested by any person or organization. The clerk will insure that contact names are received, and that they are provided with any required waiver of liability forms and necessary Insurance information. They will copy the Application forms and provide one copy to the Deposit Department of Public Works, the Deposit Fire Department and EMS, and to the Deposit Police Department. The clerk will then request from each Department Head any special needs required or questions. This will include any possible incurred expenses not previously budgeted for that Department. The Clerk will then contact the requestor for their representation at a Village Board meeting and schedule on the agenda of that meeting request for approval of event.

### **Department of Public Works:**

The Superintendent of the Department of Public Works will review the application for the community event. He will determine what items that the Public Works will need to provide for the event; ie. Barricades, garbage cans, et al.. This will include any financial expenses in materials or personnel related to this event. The Superintendent will then insure that the requested items are in place for the event.

### **Deposit Fire Department:**

The Chief of the Deposit Fire Department will review the community event request and make necessary notification regarding this event. He will review the need for personnel, and equipment including meeting with the EMS staff of the Fire Department for ambulance availability, ie Notifying Broome County Emergency Services of possible Street closures for parades etc.

### **Deposit Police Department:**

The Chief of the Deposit Police Department will review the community event and make necessary law enforcement staff requests regarding the event. This will include any

financial expenses in materials or personnel related to this event. The Police Chief will meet with the Fire Chief and the Department of Public Works Superintendent and the Clerks Office for meeting of the Deposit Village Emergency Response Team when deemed necessary.

Upon timely completion the Clerk will forward any questions regarding the event to the applicant for the event and ask that the applicant come to the next Village Board meeting where the event will be placed on the agenda for board review.