



Parks, Recreation and Historic Preservation

TACONIC REGION – Rockefeller State Park Preserve
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Regional Director

August 2021---July 2022

Dear Coach and Running Groups,

It's time to apply for your 2021-22 Rockefeller State Park Preserve running team permit. **Please read our permit policy information and application package thoroughly.**

Our permit policy promotes trail safety and balances the multiple uses of the historic carriage roads in this “park preserve”, a State designation which emphasizes natural, cultural, and historical values and passive recreation.

All organized teams, groups, and clubs of 7 or more runners must obtain the annual permit no matter where you park or enter the Preserve.

Please complete the attached application and return to Jean Dolen or the above address by August 20th with (a) \$75⁰⁰ check made out to NYS Parks, (b) contact information and signature page, (c) calendar with your selected dates in order of preference, and (d) a copy your Acord 25 insurance form, (e) a copy of your COVID19 Pandemic Plan (See page 3 and Attachment A&B or visit the Reopen NY/Sports and Recreation). .

Insurance Requirements:

- PERMITTEE shall provide the **ACORD 25 Certificate of Insurance**
- The certificate should be made out to **NYS Parks, Recreation, and Historic Preservation, 625 Broadway Albany, NY 12207**
- Additional Insured: ***The People of the State of New York, Executive Department, the NYS Office of Parks, Recreation and Historic Preservation, Taconic Region, it's Officers, Agents, employees and assigns.***

Coaches: We ask that everyone in your group read the Trail Etiquette rules and initial the signature page. Please particularly note our expectation that all runners are required to run in groups of 4 or less and respect others on the trail.

Please come to the Preserve office for your permit. Upon receipt of the applications, if we find the total number of team runners is very high on a given date, we may ask you to make some adjustments.

Thank you in advance for helping us keep the Preserve a special place for all. We're glad you enjoy Rockefeller State Park Preserve. We wish you success with your running endeavors.

Jean Dolen
Office Assistant
**Rockefeller State Park Preserve
New York State Parks, Recreation &
Historic Preservation**
125 Phelps Way, Pleasantville, NY 10570

- Page 1 Welcome**
- Page 2 Note to Coaches**
- Page 3 Policy and Rules**
- Page 4 Application---Pricing**
- Page 5 Routes Planned**
- Page 6 Team Member Signatures**
- Page 7 Calendar**



2021 Note to Running Coaches *We need your help!*

Rockefeller State Park Preserve is an amazing place for many activities including walking/hiking, running, horseback riding, birding, nature study and much more. We host guests from toddlers to senior citizens. Our goal is to make the preserve an enjoyable place for everyone to safely pursue their favorite activities during these trying times. You can help.

Why are we writing running coaches?

The Preserve is no longer the hidden gem it was years ago. Use of the preserve has grown significantly in an ever-widening variety of activities during the pandemic. As a result, we have to adapt. One significant area of growth for the preserve is in the number of running teams (high school, college and club) that visit for training. Just like your responsibilities as a coach, our responsibilities start with ensuring everyone's safety – yours, your teams and all other visitors. **We believe if we work together that we can improve safety for all.**

What problems are we trying to solve?

Primarily, we ask your help with is avoiding situations which often create unsafe conditions. Examples of the risks we are asking your help in avoiding include (but are not limited to):

- Runners coming up from behind and frightening a child or senior citizen into a fall.
- A runner(s) spooking a horse putting themselves, the rider and the horse in peril.
- A runner getting between a doe and her offspring. There are many examples like this where we encourage extreme caution with wildlife.
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Why is this important?

As you know from your experience coaching, it does not take much for an injury to occur. The same is true when you mix the variety of activities and volume of visitors we now have in the preserve. We know that creating a safe environment is as important to you as a coach as it is to us as we manage the preserve. We are hoping that by working together we can minimize, or hopefully, eliminate risky situations, avoiding injuries/bad experiences that have increased as the number of visitors to the preserve has accelerated.

How can coaches help?

Of course, the best solution for the above types of problems is preventing dangerous situations. You can help us by educating those who you coach on how to be safe – for their safety and the safety of all other visitors. Please talk to your runners about trail etiquette and stress why it is important to their safety and the safety of others. Please share the etiquette with your teams.



2021 Running Team Permit Policy

This permit runs from August 2021 through July 2022. This mailing is primarily focused on managing trail use during peak visitation and running season between September 1 and November 15.

We may ask for your spring schedule as the season approaches.

RSPP TRAIL USE OBJECTIVES:

1. The carriage paths are multi-use. Prevent one user group from dominating others.
2. Uses are consistent with the Park-Preserve designation and purpose of the Preserve.
3. Visitors can enjoy quiet contemplative walks and nature observation.
4. The public / other trail users are safe.

WHO DOES THIS POLICY AFFECT? *Running groups and teams only (HS, college, organized groups)*

- Groups/teams are defined as official or organized runners with a leader or sponsor.
- 7 or more in number.
- Permit is required regardless of where start your run, park your bus or what day/time.
- This permit policy does not apply to individual runners. Individual runners can run any time.

FALL WEEKEND HOURS – *Teams must finish by 10:00 am on Saturday & Sunday during busy fall weekends:*

September 18, 19, 25, 26

October 2, 3, 23, 24, 30, 31

November 6, 7

BLACKOUT DAYS – **NO running teams or clubs or groups at any time or location**

- September 4, 5, 6 / October 9, 10, 11, 16 / November 13
- Other weekends between August and early December – **teams must finish by 11 am.**

PERMIT CONDITIONS AND RULES:

- **Avoid** Swan Lake / Brothers' Path.
- Off-trail running is **not allowed**.
- Sprinting and timed runs are **not allowed**.
- Must demonstrate polite trail etiquette.
- Must leave restrooms clean after using.
If a group / team leaves a restroom dirty and littered with paper towels or trash, they will lose their permit.
- Be aware of any future COVID19 policies and requirements, regarding variants.
- Must adhere to your own groups current COVID 19 plan, if required.

TRAIL ETIQUETTE:

- Split into groups of **4 or less** with at least 200 feet between groups.
- Run two-abreast, pass on left or where safe.
- Communicate with others before passing them.
- Must **YIELD** to carriages/equestrians, as horses have blind spots may behave unpredictably.
- Must **STOP** if a horse rider or carriage driver requests you to do so.



ORGANIZATION INFORMATION

Form fields for Organization Information: Group Name, Grade/Age Group, Total Group Size, Address, State, Zip, Phone, Fax, Email.

CONTACT INFORMATION

Form fields for Contact Information: Primary Contact, Title, Phone #, E-Mail, Secondary Contact, Title, Phone #, E-Mail, Emergency Contact, Title, Phone #, E-Mail, Athletic Director / Coach, Title, Phone #, E-Mail.

- PERMIT FEES: Make check payable to NYS Parks. (Parking fee applies if bus is to remain at the park during visit)
\$75.00 Team Running Permit Fee: \$75.00/Seasonal Group Fee
\$75.00 Bus Fee per Season: Non-Profit Schools/Groups--- proof of non-profit status required.
\$35.00 Bus Fee per Visit: Non-Profit Schools/Groups--- proof of non-profit status required.
\$75.00 Bus Fee per Visit: For-profit Schools/Groups.

In addition to an approved Group / School Running Permit Application, groups must also supply a Certificate of Insurance listing Rockefeller State Park Preserve and New York State as an "Addition Insured". Language should be as follows:

Table with 5 columns: Application Date, Expiration Date, Insurance Certificates #25 & 855 (Y/N) Bus Permit (Y/N), Approved By.



PLANNED ROUTES

Team/Club Name			
Group Information	Color of uniform:		
	Overall number of Runners	<input type="text"/>	Number of Groups (no larger than 4 per group)
Points where you generally access & exit the carriage paths			
List preferred paths			
Notes / Comments			



Rockefeller State Park Preserve - TACONIC REGION
GROUP / SCHOOL RUNNING PERMIT APPLICATION: 2021-2022
TEAM MEMBER SIGNATURES

Thank you for helping to ensure the safety and enjoyment of all patrons. Please note that park management reserves the right to issue warnings against any group or individuals found in violation of Preserve policy, endangering the safety of others, or any of the rules or conditions of their permit.

IMPORTANT

If the total number of team runners is very high on certain dates, we may ask you to make some adjustments. Leaders/Coaches must pick up their permit in the Preserve Office.

Permit is non-transferrable.

2021

I have read and fully understand all of the rules, regulations, and policies above. I understand that I am expected to fully comply with these and any further instruction by Preserve staff.

I understand that our group is to run in groups of 4 or less and be courteous to other users.

I understand that running cross country is a potentially hazardous activity and should not be performed unless participants are medically able and properly trained. We assume all risks associated with this activity including but not limited to: falls, contact with other Preserve patrons, the effects of the weather, including high heat, humidity, or wet conditions, traffic and conditions of the road/trail.

I hereby apply for an activity permit as shown above. I and all other members of my group have read and understand all of the rules and regulations associated with the Rockefeller State Park Preserve Multi-Use Policy and agree to fully abide by them.

Signed: _____ Date: _____

Team Signatures (each team member initials below)

Table with 10 empty columns for team member initials.



Please indicate your selected dates in order of preference (#1, #2, etc) in calendar below.

Group/Team _____ Number of Runners _____ Number of Days _____ Starting Point _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Aug 1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	SEP 1	2	3	4 BLACK-OUT
5 BLACK-OUT	6 BLACK-OUT LABOR DAY	7	8	9	10	11
12	13	14	15	16	17	18 Out by 10:00 am
19 Out by 10:00 am	20	21	22	23	24	25 Out by 10:00 am
26 Out by 10:00 am	27	28	29	30	OCT 1	2 Out by 10:00 am
3 Out by 10:00 am	4	5	6	7	8	9 BLACK-OUT
10 BLACK OUT	11 Columbus Day BLACK OUT	12	13	14	15	16 BLACK-OUT--- FRIENDS 5K RACE EVENT
17 Out by 10:00 am	18-	19	20	21	22	23 Out by 10:00 am
24 Out by 10:00 am	25	26	27	28	29	30 Out BY 10:00 am
31 Out by 10:00 am	NOV 1	2	3	4	5	6 Out by 10:00 am
7 Out by 10:00 am	8	9	10	11 VETERANS DAY	12	13-- BLACK-OUT-- FRIENDS MARATHON -ALL DAY
14	15	16	17	18	19	20
21	22	23	24	25 THANKSGIVING	26	27
28	29	30	DEC 1	2	3	4