# LHV Logo on WhiteLackawanna River Heritage Trail Event Registration

The Lackawanna Heritage Valley National and State Heritage Area (LHV) and its partners are developing the Lackawanna River Heritage Trail (LRHT) as a regional asset. Community groups are welcome to use the LRHT for public events such as races, walks, and marathons, trail clean-ups and river events, and educational programs. There is no charge to use the LRHT.

Organizations that plan to use the LRHT, adjacent parks and greenspace for a public event must notify LHV of their event six (6) months prior to the event, or as soon as possible in the event planning process. As the manager of the trail, LHV must coordinate events on the trail with routine maintenance, construction projects, and preparation for trail events. Event coordinators may be asked to meet on-site with LHV.   
**Please note: It is required that event coordinators arrange for clean up after their event in order to maintain this community asset for all users.**

**Event Registration Guidelines**

* Submit a completed Event Registration Form that identifies the host organization and details about the event. Identify the sections of trail that will be utilized and if any gates and/or bollards need to be opened.
* The cleanup must occur within 48 hours of the event and must remove all event related material, such as tables, litter, garbage, markers, and signage. All trash receptacles along the trail and adjacent greenspace must be emptied within the event limits.
* **There is a non-refundable $50 fee to use the “Scranton Half Marathon Pavilion” at Olive Street or the Pavilion at the Nay Aug Avenue Natural Play Area; the fee is due when you submit your trail registration form. In addition, due to ongoing maintenance issues, a $50 refundable security deposit is required.**
* Do not alter or damage the physical or visual attributes of the trail or its amenities. **Temporary** signage and markers may be affixed in a manner as not to damage the trail, grass, trees, fences, or other surfaces. A fine will be administered for the repair of any damages. Cooking or grilling **is not allowed** at the Pavilion or on the trail.
* Attach a copy of proof of insurance, naming Lackawanna Heritage Valley National and State Heritage Area as a certificate holder.
* We strongly advise that all event coordinators contact the local police department for the municipality of the location of your event to advise of details, street crossings, police presence requested, etc.
* All promotional material for the event must acknowledge LHV as a major sponsor of the event.
* If you are hosting the event as a fundraiser for a nonprofit, LHV may ask you to provide an estimate of your proceeds for record keeping.

Upon receipt of the required information, LHV will email the event coordinator a confirmation of the event and a media kit. Send the complete form and materials to:

Lackawanna Heritage Valley National and State Heritage Area

213 Railroad Avenue, Scranton, PA 18505

Phone: (570) 963-6730 x 8200

Or Email to arogato@LHVA.org

**Lackawanna River Heritage Trail Event Registration Form**

**Submit completed form to LHV three to six (3-6) months prior to the event. Attach a map outlining the event boundary, including the route and/or site of the event. Provide proof of insurance. Send original completed form, proof of insurance, and map to Lackawanna Heritage Valley National and State Heritage Area, 213 Railroad Avenue, Scranton, PA 18505.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Event Title | | |  | | | | | | | | | | |
|  | Event Location | | | |  | | | | | | | | |
|  | Event Date | | |  | | | | | Event Time | | |  | |
|  | Estimated Attendance | | | | | |  | | | | | | |
|  | Describe the activities of the proposed event below. | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | |
| Organization Conducting Event | | | | | | | |  | | | | | |
|  | Contact Person | | | | |  | | | | Title |  | | |
|  | Address | | | | |  | | | | | | | |
|  | City, State, Zip | | | | |  | | | | | | | |
|  | Daytime Phone | | | | |  | | | | Evening Phone | | |  |
|  | Email |  | | | | | | | | | | | |

Trail Sections to be Used:  D&H Rail Trail, Simpson to Union Dale: **Must coordinate with Valerie** (Check all that apply.) **Senese,** **Rail-Trail Council at 570-679-9300.**  Carbondale Riverwalk, Carbondale & Fell Township

NY O&W Rail Trail: Carbondale Township, Mayfield Borough

Powdermill Rail Trail: Delaware Street, Jermyn to Gilmartin Street, Archbald

Mid Valley O&W Rail Trail: Archbald, Jessup, and Blakely Boroughs

Scranton Riverwalk/CNJ Trail: Olive Street to Keyser Creek, Taylor

\*\*\*Scranton Half Marathon Pavilion, Olive Street Scranton\*\*\*

\*\*\*Pavilion at the Nay Aug Avenue Natural Play Area\*\*\*

**\*\*\*If you anticipate using the 38x60 “Scranton Half Marathon Pavilion” at the Olive Street trailhead, or the Nay Aug Avenue Pavilion there is a $50 fee to reserve the pavilion, in addition to a $50 refundable security deposit, that is due with your event registration. Please make both checks payable to “Lackawanna Heritage Valley Authority”. \*\*\***

Will the gates and/or bollards need to be unlocked for your event?  No  Yes *If yes, check all that apply.*

D&H Rail Trail gates: **Must coordinate with Valerie Senese, Rail-Trail Council at 570-679-9300**

Powerline Gate, Archbald  Gilmartin Street, Archbald

Laurel Street, Archbald  Olive Street, Scranton

Railroad Street, Blakely  7th Avenue Trailhead, Scranton

Winton Street, Blakely  Broadway Street, Scranton

Bridge Street (Decker’s Bridge) Blakely  Elm Street, Scranton

Depot Street (Rt 247), Blakely  Depot Street, Keyser Creek

By signing this form, I agree that I represent the above organization conducting the said event and agree to the outlined conditions in the Event Registration Guidelines, including a post-event clean up within 48 hours.

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| --- | --- | --- |
|  |  |  |
| Print Name |  | Title |
|  |  |  |

Signature Date