



## Lackawanna 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.
- Attach a map outlining the boundary of the event, including the route and/or site of your event. For a marathons or race, identify the direction of the event with the starting and ending locations.
- Outline the plan for a post-event cleanup. 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.
- Do not deface or damage 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.
- Attach a copy of proof of insurance.
- All promotional material for the event must acknowledge LHV as a major sponsor of the event.

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:

Stephanie Milewski, RLA, Trail Manager  
Lackawanna Heritage Valley National and State Heritage Area  
538 Spruce Street, Suite 516, Scranton, PA 18503  
Email: [smilewski@LHVA.org](mailto:smilewski@LHVA.org)  
Phone: (570) 963-6730 x 8203  
Fax: (570) 963-6732

# Lackawanna River Heritage Trail Event Registration Form

Submit completed form to LHV six (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 Stephanie Milewski, Trail Manager, Lackawanna Heritage Valley National and State Heritage Area, 538 Spruce Street, Suite 516, Scranton, PA 18503.

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:  
(Check all that apply.)

- D&H Rail Trail, Simpson to Union Dale: **Must coordinate with Lynn Conrad, Rail Trail Council at 570-679-9300.**
- NY O&W Rail Trail: Carbondale Township, Mayfield Borough
- Mid Valley O&W Rail Trail: Archbald, Jessup, and Blakely Boroughs
- Scranton Riverwalk: Olive Street to 7<sup>th</sup> Avenue
- CNJ Rail Trail: 7<sup>th</sup> Avenue, Scranton to Depot Street, Taylor

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 Lynn Conrad, D&H Rail Trail Council at 570-785-7245
- Laurel Street, Archbald Borough
- Railroad Street, Blakely Borough
- Winton Street, Blakely Borough
- Bridge Street (Decker's Bridge) Blakely Borough
- Depot Street (Rt 247), Blakely Borough
- Olive Street, Scranton
- 7<sup>th</sup> Avenue Trailhead, Scranton
- Broadway Street, Scranton
- Elm Street, Scranton
- Depot Street, Taylor

Describe your post-event clean-up plans below.

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.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date