

**TOWN OF MANCOS  
PARKS & RECREATION  
FACILITY RESERVATION/RENTAL AGREEMENT**

**BOYLE PARK    COTTONWOOD PARK    PIONEER PLAZA**

**MANCOS SKATE PARK (circle one)**

**RULES & REGULATIONS**

1. All cancellations for the facility must be reported to Town Hall 48 hours in advance for refund consideration. (970) 533-7725
2. Return completed application with all applicable fees, deposits, permit requests and proof of insurance to Town Hall, 117 North Main 60 days prior to the desired use date.
3. There shall be no activity for personal gain in or on any Town park. All net proceeds (gross contributions less operating expenses) contributed to non-profit organizations using Town parks must directly and immediately be redistributed to a group in the Mancos Valley. A minimum of 10% of the net proceeds must be directly & immediately distributed to residents of the Town of Mancos who are members or benefactors of the non-profit organization. Proof of non-profit provided by the U.S. Internal Revenue Service must be provided with the Parks & Recreation Facility Reservation/Rental Agreement. The organization must provide financial statements from the previous fiscal year. An event budget must accompany the Reservation/Rental Agreement. The budget must include, at a minimum, projected revenues, expenses, net proceeds and the benefactors of the proceeds.
4. Town sponsored events shall have first priority in the use of Town owned/managed properties.
5. The Town of Mancos and its officer and employees will not be liable or responsible for any injury, accident, loss or damage to any person or to any property of any person arising out of your use of the Park.
6. Park hours are from Dawn until Dusk unless otherwise specified by special permit. Hours may be extended up until midnight by the Town for areas that may be equipped with lights and features that are specified for extended hours.
7. No vehicles are allowed anywhere other than designated parking areas.

8. All apparatus, furniture and equipment must be approved for use during the application process. All such apparatus, furniture and equipment must be removed promptly following the approved use and by 8:00 a.m. the following morning. Failure to comply may prohibit such groups from future use of the Park.
9. Insurance Requirements:
  - a. Users will provide the Town of Mancos with a commercial general liability policy with limits of \$2,000,000 or more for events expecting less than 200 people. For events expecting more than 200 people, the liability policy limits must be a minimum of \$5,000,000.
  - b. The Town of Mancos will be named as an additional insured.
  - c. A Certificate of Insurance with the foregoing requirements and a paid receipt showing the policy has been paid will be presented to Town Hall with this application.
10. Damage done to the Park during an event/activity is the sole responsibility of the user/renter and must be reported immediately to Town Hall.
  - a. All deposits will be considered for refund after the Park has been cleaned and inspected for damages.
  - b. In the event damages occur, the cost of repair or replacement will first be deducted from the users deposit. Should damages and costs exceed the deposit, you agree to reimburse the Town of Mancos for the excess within 30 days from the date of a statement therefore.
11. Any need for security, waste collection and restroom facilities shall be stated on the permit application. Responsibility for the cost of providing such services shall be the responsibility of the permit applicant(s).
12. Transient merchants, peddlers, solicitors and vendors are required to be licensed. There is a \$10.00 fee for vendors attending any organized community event. This is a one time fee as long as the vendor maintains the same address and DBA. There is a \$75.00 yearly fee for all other vendors to complete the necessary background check and a \$10.00 license fee. Sales tax shall be charged and remitted to the proper taxing authority, when applicable.
13. Applicant will provide a complete list of vendors, merchants and solicitors with the application in order to use the Electricity at the Park.
14. Official security personnel shall be provided by the permit applicant for any event where more than 200 people are expected, and for the entire duration of the event. Official security personnel must be approved by the Mancos Marshal's Office prior to the event. This applies to all single day as well as multi day events, and to overnight hours when personal items will remain on-site between event operating hours. Security personnel may be contracted from the Town of Mancos Marshall's Office at a cost \$55.00 per hour with a two-officer minimum. In the

event a physical search will be needed, the Mancos Marshal’s Office will provide training to official security personnel.

15. Street closures shall be requested at the time the permit application is made. Any requests for closing U.S. 160 (Grand Ave.) or CO 184 (Main St.) and be accompanied by a map showing alternative routing for traffic. Grand Ave. and N. Main permits will ultimately be issued by CDOT. Closing of any U.S. 160 Bypass or CO 184 north of the Bypass shall not be permitted. Requests for street closures shall be accompanied by a \$50.00 processing fee. The applicant will provide traffic barriers and certified people to direct traffic.

16. Applicant will provide toilet facilities based on FEMA’s “Special Events Contingency Planning” Toilets page 39, summarized below:

**FEMA "Special Events Contingency Planning" Toilets**

The following considerations will determine the number of toilets to be provided for particular events:

- Duration of the event,
- Type of crowd,
- Weather conditions,
- Whether the event is pre-ticketed and numbers known or unticketed,
- Whether finishing times are staggered if the event has multi-functions, and
- Whether alcohol will be consumed.

Calculating the number of toilets required for an event is a matter for conjecture. Where local laws or regulations do not exist, the following guidelines can be applied. Better management of events can be achieved by providing additional facilities. Assume a 50/50 male/female split unless otherwise advised. The following tables should only be used as a guide.

**Toilet facilities for events where alcohol is not available**

Male				Female	
Patrons	Toilets	Urinals	Hand Sanitizers	Toilets	Hand Sanitizers
<150	1	0	1	1	1
<300	1	1	1	3	1
<500	1	2	2	6	2
<1000	2	4	4	9	4
<2000	4	8	6	12	6
<3000	6	15	10	18	10
<5000	8	25	17	30	17

**Toilet facilities for events where alcohol is available**

Male				Female	
Patrons	Toilets	Urinals	Hand Sanitizers	Toilets	Hand Sanitizers
<150	1	1	1	3	1
<300	1	4	1	6	1
<500	3	8	2	13	2
<1000	5	10	4	16	4

<2000	9	15	7	18	7
<3000	10	20	14	22	14
<5000	12	30	20	40	20

These figures may be reduced for shorter duration events as follows:

Duration of event	Quantity required
More than 8 hours	100%
6-8 hours	80%
4-6 hours	75%
Less than 4 hours	70%

Source: FEMA "Special Events Contingency Planning" Toilets Page 39

17. Music and noise must be kept to a reasonable volume level with particular attention paid to this during the hours the Park is open for public use, and under curfew/noise laws, in consideration of the proximity of private dwellings
18. During the use of the Park, you agree to comply with all state, fire and policy rules and regulations and all Town of Mancos laws, codes, ordinances and resolutions either contained herein, now in force or as hereinafter amended or enacted.
19. The Town of Mancos shall have no responsibility, liability or obligation with respect to the safety or security of any personal property placed or located on, at or in the Park, it being acknowledged and understood that the safety and security of any such property is solely your responsibility and risk.
20. **The sale and/or manufacture of alcohol is not permitted on the premises of Boyle Park.** The sale of alcohol is permitted on the premises of Cottonwood Park by authorization of the Town Board through a Town issued Special Events License or a State issued Special Events Permit.
21. All federal, state and local/Town laws shall apply to any and all events and group or individual requesting a permit.
22. If the user is holding an event during hours when Town Hall is closed, the following contact list is for concerns that require immediate attention only:
  - a. Leslie Hopkins (970) 570-1745
  - b. Robin Schmittel (970) 533-7011 or (970) 759-1877
  - c. If you have a health or safety emergency, call 911.
23. **THIS IS A RELEASE OF RIGHTS. PLEASE READ IT CAREFULLY.** In consideration for being permitted to use the Park, you agree to indemnify and hold harmless the Town of Mancos, its officers, employees and insurers from and

against all liability, claims and demands which are incurred, made or brought by any person or entity on account of damage, loss or injury, including without limitation claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, death or any other loss of any kind whatsoever, which arise out of or are in any manner connected with the use of the Park or its facilities, whether any such liability, claims and demands result from the act, omission, negligence or other fault on the part of the Town of Mancos, its officers or its employees , or from any other cause whatsoever. The Town of Mancos is relying on and does not waive or intend to waive by any provision of this Agreement the monetary limitations (presently \$150,000 per person and \$600,000 per occurrence) or any other rights, immunities and protections provided by the Colorado Governmental Immunity Act, C.R.S. 24-10-101 et seq., as from time to time amended, or otherwise available to the Town of Mancos and its officers and employees.

**FEES (SUBJECT TO CHANGE)**

**200 People or Less**

Park Facility	\$10.00 per day	(\$20.00/day out of state)
Electric	\$15.00 per day per event or vendor	

**200 People or More**

Park Facility	\$50.00 per day	(\$100.00/day out of state)
Electric	\$15.00 per day per event and/or vendor	
Street Closure	\$50.00 processing fee	
Security	\$55.00/hour two officer minimum	
Transient Vendor/Etc.	see item #12	

**DEPOSITS**

Restroom Deposit	\$150.00
Damage/Cleaning Deposit	\$500.00 minimum
(refundable upon cleaning/damage inspection by Town representative)	

**FORM CHECKLIST**

Special Events/Alcohol	_____
Street Closing	_____
Security Request/Contract	_____
Vendor/Solicitors & Transient Merchant List	_____
Event Budget (must include anticipated revenues, expenses and profit)	_____

## PROHIBITED ACTS

It is unlawful for any person, corporation, association or organization using any Town facilities or properties to either perform, or allow to be performed, any of the following acts. Penalties will be assessed in accordance with applicable local, state and federal laws.

- To willfully mark, deface, disfigure, displace or remove any building, bridge, table, bench, railing, pavement, fireplace, waterline, sewer line, sign or any other appurtenance of any nature, whether real or personal.
- To cut, break, dig, pull up, destroy, or in any manner injure any tree, shrub, vine, flower, grass or plant, or to injury, destroy, capture or interfere with any birds, wildlife or game in or upon any public site.
- To glue, tack, paste, post, erect or cause to be erected, any sign, placard, advertisement or inscription of any nature unless specifically authorized to do so by special permit.
- To possess, carry or discharge any firearm, or throw or cast a stone or other missiles in or on any Town owned facilities unless the area is designated otherwise, or the missiles are customary in the playing of games, and to the extent that items are thrown as a customary part of the game.
- To throw, discharge or otherwise place or cause to be placed in any body of water in or adjacent to any Park or recreational facility, or within any tributary, stream, storm sewer or drain flowing to such waters any substance, matter or thing, whether liquid or solid, which will, or may, result in the pollution of said waters.
- To bring in, dump, deposit or leave, any bottles, broken glass, ashes, paper, boxes, cans, dirt, rubbish, waste, refuse, or other trash, unless placed in a proper receptacle, where not provided to be carried away and properly disposed of elsewhere.
- To disturb the peace, use any profane or obscene language, or to endanger the safety of any person by any conduct or act, or to commit any assault, battery or engage in fighting.
- To allow any dog or pet to defecate in or on any Town owned property without immediate removal and disposal of such material by the owner or person having custody of such dog or pet.
- To bring any dangerous animal into any Town owned property, unless given special written permission for program purposes.
- To bring any dog into or on any Town owned property unless such dog is validly licensed and on a leash.
- To conduct political activity or religious ceremonies or services without written consent from a Town representative and/or a special permit.
- To kindle, use or maintain any open fire in, or upon, any Town owned facility other than at locations and in receptacles specifically designed for such purpose.

Please be advised, if you do not comply with all of the above requirements and regulations, you will not be allowed to use the Park for your event. If you do hold your event without the proper permit from the Town of Mancos, you will be evicted and may be issued a summons into Mancos Municipal Court.

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Park Requested: \_\_\_\_\_ Event: \_\_\_\_\_

Date/day requested: \_\_\_\_\_ Time: \_\_\_\_\_

Key checked out to: \_\_\_\_\_ Key returned: \_\_\_\_\_

IN WITNESS WHEREOF, I have been provided the entire requirements and agree to the regulations of this Agreement as executed this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

ACCEPTED BY:

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

TOWN OF MANCOS

\_\_\_\_\_  
 Town Representative

(Office Use)				
Rental Fee	_____	_____	_____	_____
	Amount	Date	Ck/Cash	Insurance
Cleaning Dep.	_____	_____	_____	_____
	Amount	Date	Ck/Cash	Ret/Date/Ck#
Security Dep.	_____	_____	_____	_____
	Amount	Date	Ck/Cash	Ret/Date/Ck#
Ref. Ord. #514, 496, et al/Code 9.24				

**Town of Mancos  
Mancos Recreation and Parks  
Facility Permit**

Group/Name: \_\_\_\_\_

Site/Facility: \_\_\_\_\_

Use Date(s): \_\_\_\_\_

Authorization:

\_\_\_\_\_  
Town Representative

\_\_\_\_\_  
Date

(permit must be kept on site during event)

\_\_\_\_\_  
(detach and drop off or mail to Town Hall)

**Park & Facility Survey**

Date of use: \_\_\_\_\_

1. General appearance: \_\_\_\_\_ Satisfactory \_\_\_\_\_ Unsatisfactory

Comments: \_\_\_\_\_

2. Safety: \_\_\_\_\_ Satisfactory \_\_\_\_\_ Unsatisfactory

Comments: \_\_\_\_\_

3. Amenities: \_\_\_\_\_ Satisfactory \_\_\_\_\_ Unsatisfactory

Comments: \_\_\_\_\_

**THANK YOU**