

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

BOYLE PARK COTTONWOOD PARK PIONEER PLAZA
MANCOS SKATE PARK GRAND/MAIN GMC (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. User groups of less than 25 people will not be required to provide proof of insurance.
 - b. Users will provide the Town of Mancos with a personal or commercial general liability policy with limits of \$300,000 or more.
 - c. The Town of Mancos will be named as an additional insured, if applicable.
 - d. 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. Applicant will provide a complete list of vendors, merchants and solicitors with the application in order to use the Electricity at the Park.
13. 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.

14. 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.

15. 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

Patrons	Male			Female	
	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

Patrons	Male			Female	
	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

16. Park hours of operation are from dawn until dusk. 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
17. 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.
18. 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.
19. **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, Open Container Permit or a State issued Special Events Permit.

20. All federal, state and local/Town laws shall apply to any and all events and group or individual requesting a permit.
21. 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. Town Hall (970) 533-7725
 - b. If you have a health or safety emergency, call 911.

22. **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

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) _____

11-4-10 **Prohibited Activities in Town of Mancos Parks**

The following activities are prohibited in or on Town of Mancos Parks:

- (a) Littering, expectorating, urinating, or defecating except into a receptacle or toilet designated for that purpose;
- (b) Bringing into the Town of Mancos' community center an animal other than a dog, unless a special permit has been obtained from the Town of Mancos
- (c) Allowing a donkey, horse, burro, mule or llama to be into a Park when not being led by a halter or ridden;
- (d) Allowing an animal, under one's ownership, care, custody or control to defecate in a Park without removing the defecation to a proper trash receptacle as provided
- (e) Loitering for illegal purposes;
- (f) Intentionally hitting or throwing balls or other hard objects against buildings, fences, or against baseball, soccer or other backstops;
- (g) Shooting any projectile, including paint ball;
- (h) Adjusting or tampering with sprinklers, sprinkling valves, or sprinkling or irrigation systems, except by an authorized Town of Mancos employee;
- (i) Making or continuing to burn an open fire except in barbecue or grill areas provided by the Town of Mancos;
- (j) Skiing, snowboarding, sledding, tobogganing or riding inner tubes or similar means of descending a hill on snow or ice in areas where such uses are prohibited by posted signs;
- (k) Putting any object which is not normally used in those receptacles in sinks, toilets or drinking fountains which is reasonably likely to clog or plug the plumbing;
- (l) Parking a motor vehicle or trailer overnight in a Park unless in an area where specifically allowed by posted signs;
- (m) Riding bicycles or using skateboards, rollerblades, roller-skates or the like on any surface other than a sidewalk, parking lot or designated trail, or using any of these in a careless or reckless manner;
- (n) Operating a snowmobile;
- (o) Using any trail, path, walk, road, lot or area in a manner that is destructive to the Park, or any part thereof, or in a careless or reckless manner that could result in injury of persons or property;

- (p) Creating or constructing any path without the express written consent of the Town of Mancos;
- (q) Tying or tethering any animal to a tree, plant or structure which is not specifically designated for that purpose;
- (r) Annoying, injuring, or interfering with any animal;
- (s) Hunting unless there is a special facility set aside for such purpose by the Town of Mancos;
- (t) Operating any dispensary or concession stand without the express written consent of the Town of Mancos or without first obtaining a current, valid business license from the Town of Mancos;
- (u) Distributing any handbills or circulars, or posting, placing or erecting any bills, notices, papers or advertising of any kind without the express written consent of the Town of Mancos;
- (v) Camping, lodging or remaining overnight unless in an area specifically designated for that purpose;
- (w) Throwing or depositing any bottle, metal objects, glass, paper, wood, clippings, rubbish or garbage except in receptacles set out for that purpose;
- (x) Carrying or discharging any firearm or explosive of any kind, including fireworks, excepting law enforcement officers and those who have received written consent to do so from the Town of Mancos;
- (y) Violating any provision or instruction on any sign posted by the Town of Mancos, or violating any rule of the facility;
- (z) Conducting or carrying on any parade, formal celebration, service or speech-making without express written permission from the Town of Mancos;
- (aa) Removing or damaging any plant, shrub, natural plant, rock, landscaping or other Park property in the Park, excepting Town of Mancos personnel in furtherance of their duties;
- (bb) Entering any area designated by signs as rehabilitation or restoration area, excepting Town of Mancos personnel in furtherance of their duties.
- (cc) Operating a motor vehicle in a careless or reckless manner, or in a manner which causes damage or significant hazard to life, safety or property, even if operated within the permissible speed limit or within area designated for such vehicle's use,
- (dd) Driving a motor vehicle within a Park other than in those areas specifically designated and posted by the Town of Mancos for that particular purpose. This shall not

apply, however, to motorized or self-propelled equipment used by on duty Town of Mancos employees or emergency personnel for transportation, maintenance or service of facilities, or in performance of their duties.

(ee) No person may play or cause to be played amplified music or sound in a Park without the express written approval of the Town of Mancos and without obtaining a license for such purpose. Such permission or license may be denied by the Town of Mancos where it is reasonably believed that such noise would disturb other patrons of the Park, annoy residents neighboring the facility or disturb wildlife. The written permission and license to play amplified sound must be provided to any Town of Mancos employee or official upon demand during the time for which it is granted. Issuance of permission and a license does not exempt the holder or permittee from all other rules, regulations, ordinances or statutes whether State, County or Town.

11-4-20 Violation of Ordinances or Regulations in Parks.

(a) Removal. Any person charged with violating any of the ordinances established by the Town of Mancos in a Park may be removed from the Park by the Town Marshal until such time as the action causing the violation ceases, or until there is a judicial determination that there was no violation, whichever occurs first. Any person who, having been given direction to leave by the Town Marshal and who does not leave, is guilty of violating this chapter; and

(b) Penalty. The general penalty provisions of Section 1.20.010 of the Mancos Municipal Code shall also apply to violations of ordinances or regulations in Parks.

2. Penalty provisions in this Ordinance shall apply to offenses committed on or after the effective date of this Ordinance.

3. If any provision of this Ordinance is declared unenforceable by a court with jurisdiction to issue such declaration, such provision shall be deemed severed from the ordinance and shall not preclude enforcement of the remainder of the provisions of this Ordinance.

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 _____, 20__.

ACCEPTED BY:

Print Name

Signature

TOWN OF MANCOS

Town Representative

Town Administrator

(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. Mancos Municipal Code Chapters 10 and 11

**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