

**CARBONDALE PARKS & RECREATION COMMISSION
REGULAR MEETING**

WEDNESDAY, December 9, 2020 7:00 P.M.
Virtual Meeting Zoom Platform

ATTENTION: Due to the continuing threat of the spread of the COVID-19 Virus, all regular Carbondale Advisory Boards and Commission meetings will be conducted virtually. If you have a comment concerning one or more of the Agenda items please email kmcdonald@carbondaleco.net a by 6:00 pm on December 9, 2020.

If you would like to comment during the meeting please email kmcdonald@carbondaleco.net with your full name and address by 6:00 p.m. on December 9, 2020. You will receive instructions on joining the meeting on line prior to 7:00 p.m. Also, you may contact kmcdonald@carbondaleco.net to get a phone number to listen to the meeting, however, you will be unable to make comments.

<u>TIME*</u>			<u>ITEM</u>	<u>DESIRED OUTCOME</u>
7:00		1.	Roll Call	
7:05		2.	Approval of November 11, 2020 Minutes	INFORMATIONAL
7:10		3.	Items from Citizens Present Not on the Agenda	INFORMATIONAL
7:15		4.	RFOV season recap and future projects for collaboration-Jacob Baker	INFORMATION DISCUSSION (Attachment A)
7:45		5.	Nominations for vacant commission position and interviews	INFORMATION DISCUSSION DECISION (Attachment B)
7:55		6.	Aquatics Facility Master Plan Update	INFORMATION DISCUSSION (Attachment C)
8:05		7.	Special Events Task Force & New Mobile Stage rental process.	INFORMATION DISCUSSION (Attachment D)
8:25		8.	Report & Updates: Staff & Commission <ul style="list-style-type: none">• Eric Brendlinger, Parks & Recreation Director<ul style="list-style-type: none">○ 30/60/90 Day Outlook○ Outstanding Projects Status• Jessi Rochel, Rec Center Manager• Parks & Recreation Commissioners• Luis Yllanes, Trustee Liaison	INFORMATION (Attachment E)

9:00		9.	Adjournment*	*Please note: Times are approximate
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2020 Review 2021 Preview

*Carbondale Parks & Recreation
Commission Meeting: 9 Dec, 2020*



**2020 has been a year of disruption, but
RFOV doesn't need an asterisk.
We were active!**



RFOV Activity by the Numbers: 2020

546 project hours from May, 2020 to Oct, 2020 in immediate Carbondale vicinity*

4584 project hours in total this project season

This includes staff, business, family, & civic group participation.

**Note: This figure does not include mechanized work.*

RFOV Project Sites: 2020

Red Hill Trail Network

Carbondale ArtWay

Lorax Trail

Avalanche Creek Trail

Prince Creek/The Crown Trail Network

Crown Mountain Park

Nature Park/Dog Park

Thomas Lakes & Hay Park Trails



146

**DAYS
IN THE FIELD
THIS YEAR**



47

**MILES
OF TRAIL
WORKED
THIS YEAR**



**PARTNERING
WITH
60**

**DIFFERENT
GROUPS &
AGENCIES**



**3,046.5
VOLUNTEER HOURS**

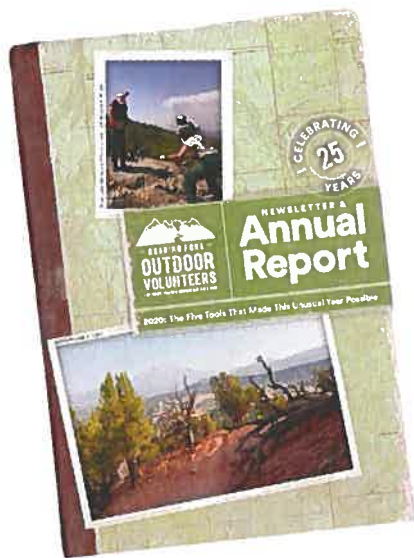


**1,275
STUDENT VOLUNTEER HOURS
COMPLETED THIS YEAR**



1,700

**WILDFLOWER
SEED PACKETS
PRODUCED &
DISTRIBUTED**



NEWSLETTER & ANNUAL REPORT

<https://bit.ly/2K3FoHX>

RFOV 2021 Activities

Continuities

Trailwork Hands-on opportunities for individuals, groups, businesses

Restoration Hands-on opportunities for individuals, groups, businesses

Education With library and private/public school partners, either providing curricula or adapted virtual programming, also instructing outdoors

Changes

Geography Increased focus in Pitkin County, Marble, & Grizzly Creek Burn Area

Domains Increased focus on accessibility, outreach to diverse community groups, community education, post-fire restoration, Spanish-language materials

Scope of Work Increased focus on habitat, degraded landscape, & post-fire landscape restoration

Confirmed RFOV Project Sites: 2021 Carbondale

Sutey Ranch Trail Build (CR112 to Red Hill)

The Crown Trail Build (Undie continuation)

Red Hill Trail Network

Hell Roaring Trail

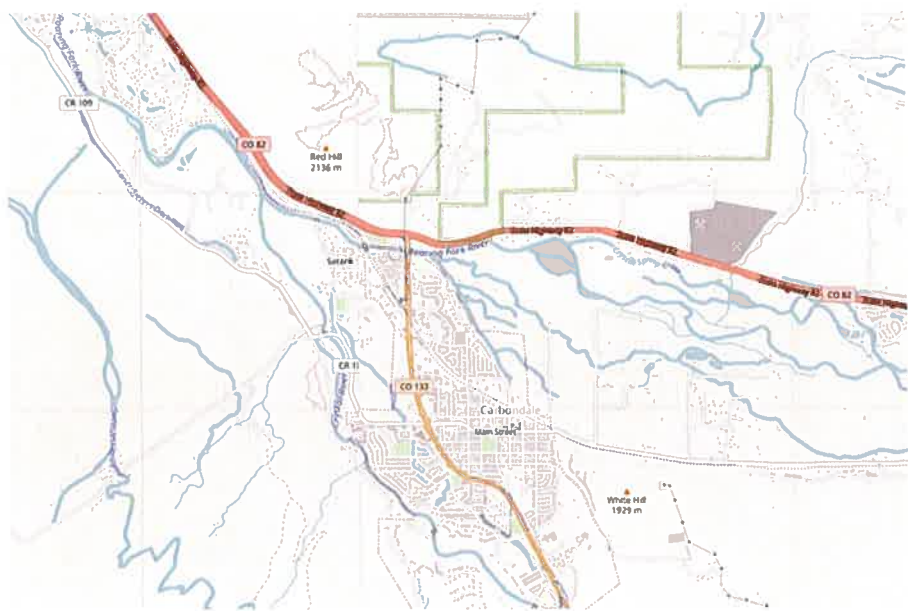
Mitchell Creek Trail

Thomas Lakes Trail

Carbondale ArtWay

Your Participation

Project Recommendations



Community Education





Contact:
Jacob

jbaker@rfov.org

www.rfov.org/events

TOWN OF CARBONDALE

APPLICATION FOR APPOINTMENT OR REAPPOINTMENT TO TOWN ADVISORY BOARDS AND COMMISSIONS

THIS IS AN APPLICATION FOR APPOINTMENT X REAPPOINTMENT _____

NAME OF APPLICANT: Celeste Fullerton

MAILING ADDRESS: 664 Grace Dr. Carbondale, CO 81623

STREET ADDRESS OF RESIDENCE: _____

TELEPHONE (Work) (970) 366-8012 (Home) (970) 963-2111

OTHER PHONE: _____ E-MAIL: celeste44552@rfschools.com

INDICATE WHERE YOU WOULD LIKE YOUR AGENDAS AND INFORMATIONAL MATERIALS DELIVERED:

Celeste44552@rfschools.com

(If you are seeking reappointment, it is only necessary to fill in your name and those informational items which have changed since you were last appointed.)

BOARD OR COMMISSION FOR WHICH (RE) APPOINTMENT IS SOUGHT:

Parks and Recreation Commission

NEW APPOINTMENT ONLY:

Describe any special knowledge, abilities, background or interests which you feel will provide a positive contribution to the goals and purposes of the board or commission for which you are seeking appointment. (Attach resume if desired or use an extra sheet of paper if necessary.)

I have lived in the valley my whole life, and Carbondale means a lot to me because I love seeing new changes in the small town. I am a organized, hardworking person with good time management I love people and interacting with new people/ meeting them!

Guliana
Signature

8-16-2020
Date

CONGRATULATIONS! The _____ has
appointed you to the _____ by official
action taken on _____. Your term will expire _____.

We greatly appreciate your interest and participation in the municipal government process.

Mayor and Board of Trustees
Town of Carbondale

DESIGNWORKSHOP

Landscape Architecture
Planning
Urban Design
Strategic Services

120 East Main Street
Aspen, Colorado 81611
970.925.8354
designworkshop.com

MEMORANDUM

To:	Town of Carbondale Board of Trustees Eric Brendlinger, Parks and Recreation Director
From:	Jessica Garrow, Darla Callaway, and Jessica Perrault, Design Workshop
Date:	September 9, 2020
Project Name:	Carbondale Aquatics Master Plan
Project #:	6248
Subject:	Aquatics Master Plan Updates

Request of the Board of Trustees:

At the Board of Trustees Meeting, Design Workshop staff will present the draft conceptual plan, and seeks input and questions on the direction. Attached for the Board's review and preparation for the meeting are a number of attachments, including the survey summary, Thematic Principles, and a Conceptual Plan.

Project Update:

The Carbondale Aquatics Master Plan project has been underway since December 2019, following extensive work by the Town in the years preceding. The project is currently in the response phase – taking the community input from the Community Survey and translating it into a conceptual master plan design.

In early August, the design team met with the Working Group for a 2-day design charrette. The charrette focused on a review of the survey results, discussion on key features, and establishing thematic principles for the design. Importantly, the plan is designed as a “kit of parts” to enable phasing should that be needed from a budget or construction perspective. Based on those conversations, the following kit of parts is included in the attached draft conceptual plan:

- A larger bathhouse located along Main Street, potentially 2-stories, to accommodate needs of the pool facility for the community and staff. A 2-story multi-purpose building is considered for the benefit of other community needs. This use is still to be determined.
- A separate food vending area, which would enable the town to contract with local third party food vendors. This area is located near the corner of Main and 8th street
- An improved connection to Sopris Park, including a flexible kids water play area that can be accessed from both the pool and the park.
- Updated pool orientation to an east-west configuration to limit the impact of sun glares on lifeguards.
- A separate lap pool, to ensure temperature regulation that is separate from the general pool area.
- A multi-purpose pool that incorporates a deep end for a diving board or slide, and a shallow kids area.

- A hot tub, located near the entrance, to respond to the significant requests for such a feature in the survey.

The thematic principles that drive the master plan include:

- Extension of Sopris Park
- Improved Community Connections
- Shade Opportunities
- Downtown Orientation
- Multi-Use Building
- Generational and Programming Diversity
- Improved Capacity
- Sustainability
- Phasing

Comments from Parks and Recreation Commission:

The team met with the Parks and Recreation Commission in their September 9, 2020 meeting. The Commission expressed general support for the direction of the Master Plan, with focus comments on the following topics:

- **Sustainability** – The plan needs to ensure the programming and facilities balance environmental sustainability. The site is no large enough for a net zero building, but the master plan can establish energy reduction goals.
- **Arts** – The Commission suggested an additional Thematic Principle to incorporate Art into the design. As the Master Plan moves forward, this theme can be incorporated in the detailing of features.
- **Bike Parking** – The Commission requested additional bike parking be provided in the Master Plan, which can be incorporated into the design along Main Street, 8th Street, and Sopris Park.
- **Pool Orientation** – The pool orientation has been flipped from north/south to east/west in response to the operational and safety needs articulated by Town staff. With the current design iteration, the larger family-oriented pool is located further from the building and restrooms. The Commission asked the team to look at industry trends related to distances to restrooms and explore how restrooms might be located closer to the larger pool.
- **Diving and Slides** – Some Commission members expressed interest in slides over a diving board, given the amount of space a diving area takes up in the pool design (this is required from a safety perspective). The design could include a slide option or a diving board, and the team will look at implications from a design and cost perspective as the Master Plan progresses.
- **Splash Pad** – The Commission discussed the splash pad location in detail. The splash pad could be located as currently shown as a connection to Sopris Park, or along 8th street. The Commission was concerned about the ability to see into the splash pad if it's interior to the park. However, a tall privacy fence would be required along 8th street, so the visibility would not necessarily be improved if the splash pad were in a different location. The plan can accommodate the splash pad in either location.
- **Phasing** – The phasing opportunities would likely assume that the pool and building features are being completed at the same time to ensure there are adequate facilities and minimum code requirements are met.

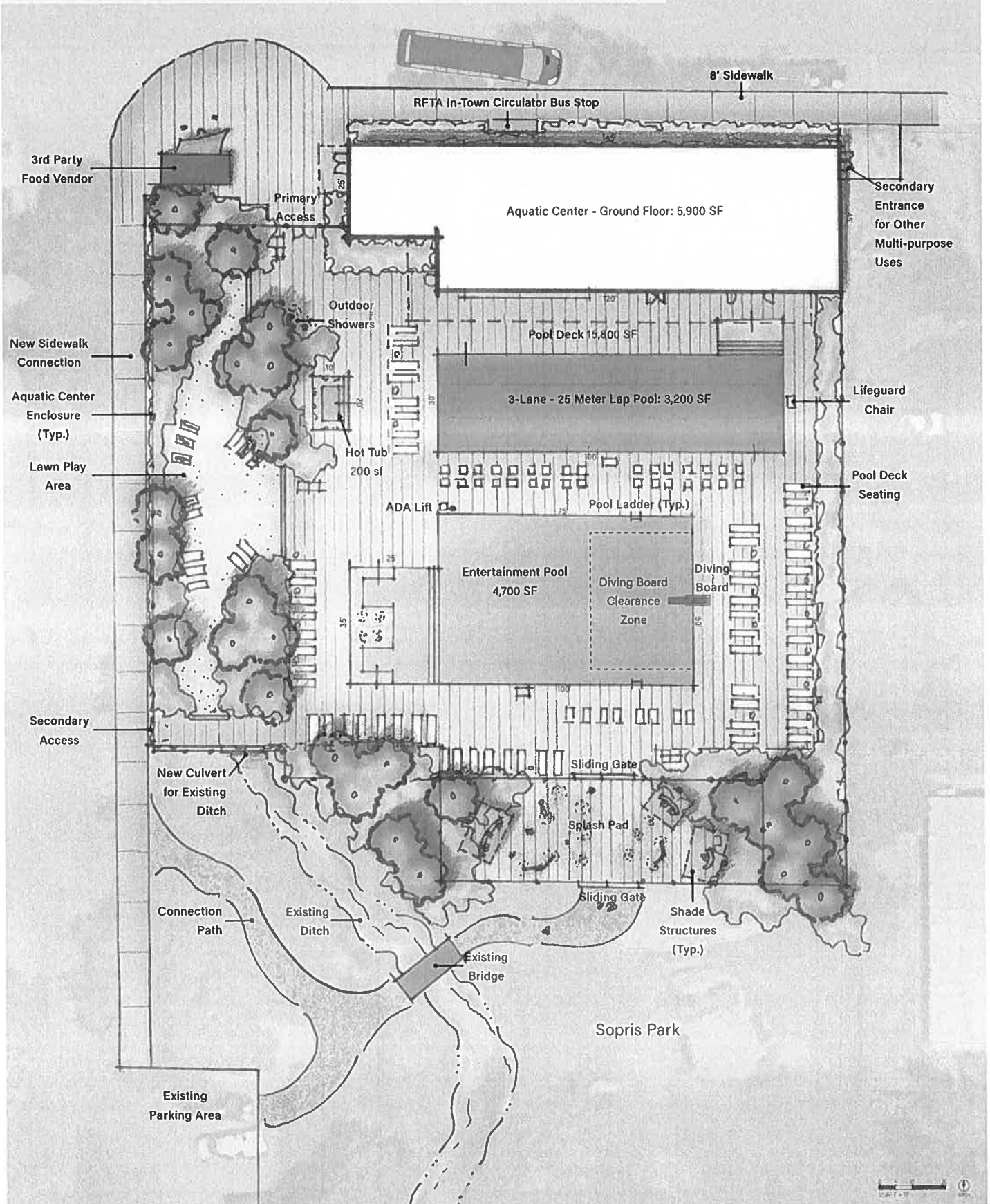
Attachments:

Attachment 1 – Conceptual Plan

Attachment 2 – Thematic Principles

Attachment 3 – Survey Summary

AQUATICS CENTER - SITE CONCEPT PLAN



THEMATIC PRINCIPLES

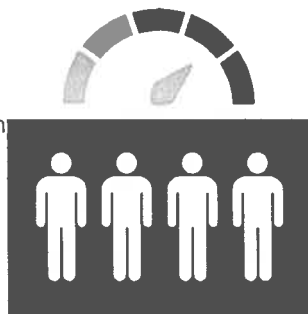
OVERVIEW

After the first day of the design charrette it was back to the drawing boards. Born out of the first's day's discourse and the surveying came several thematic principles. These principles were used to guide the design to ensure that it was meeting the needs and desires of the community. Combining these principles and the best parts of the sketch plans the thematic sketch plan was created.

THEMATIC PRINCIPLES

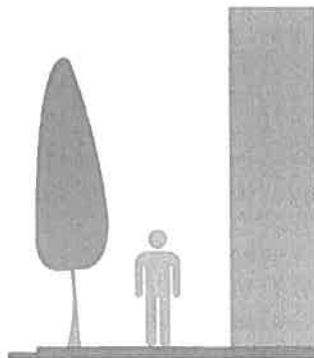
CAPACITY

The current pool has a capacity of approximately 200 people. However only 180 can be accommodated in the main pool with 20 in the wading pool. During Peak times, the pool feels quite overcrowded. When it is crowded like this, especially with young children running around, it can and has deterred adult patrons from coming to the pool. A large pool, and pool deck would help relieve this pressure and accommodate more people comfortably.



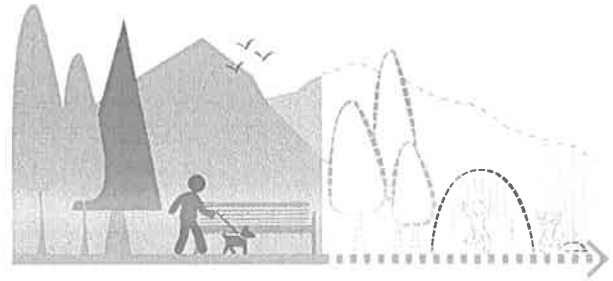
DOWNTOWN ORIENTATION

The pool is situated in the heart of downtown Carbondale. While the current building is too small to meet the needs of the pool, its location and orientation along Main Street is important. This was further voiced when developing sketch plans and the Working Group. As discussion around the functionality of the building developed, it only served to strengthen the importance of a downtown oriented building.



EXTENSION OF SOPRIS PARK

The John M Fleet Pool abuts Sopris Park in Carbondale. Despite, being next to each other, the current setup of the pool is cut off from the park. From the design charrette and survey it became clear there was a desire for the pool and park to be better integrated into each other, both in terms of landscaping and programming which could be accessible to the public even if the pool wasn't open.



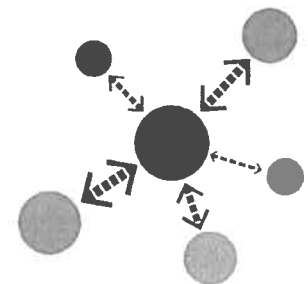
GENERATIONAL AND PROGRAMMING DIVERSITY

There is a wide age range of people coming to the pool from young children to adults. The needs and desires for these groups of people and why the use the pool is just as varied as their ages. In keeping with current trends, it is important the pool as whole can accommodate the diverse needs and interests.



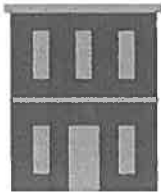
IMPROVED CONNECTIONS

While the pool is located downtown and right next to Sopris Park, minimal connections exist today. For the site to function as an integrated part of downtown, be easily accessible for those with limited mobility, to integrate the pool into the area context, the need for improved connections on site is evident.



MULTI-USE BUILDING

From the very start of the project, it was clear the current building is too small to meet the pool's current needs, let alone future needs. A new building includes standard amenities, such as changing rooms, office space for employees, and storage areas, and seeks to provide spaces that further benefit the community. While this Master Plan does not specify a use the building is designed to enable a variety of future additional uses.



PHASING

Understanding that the current location of the pool on Main Street is the only viable option have the pool, in addition to understanding the economics that come into play, and that it is important for the pool to still be functional phasing came into play. Phasing allows the city to make major updates to the pool and facilities over a period time and as funding is available.



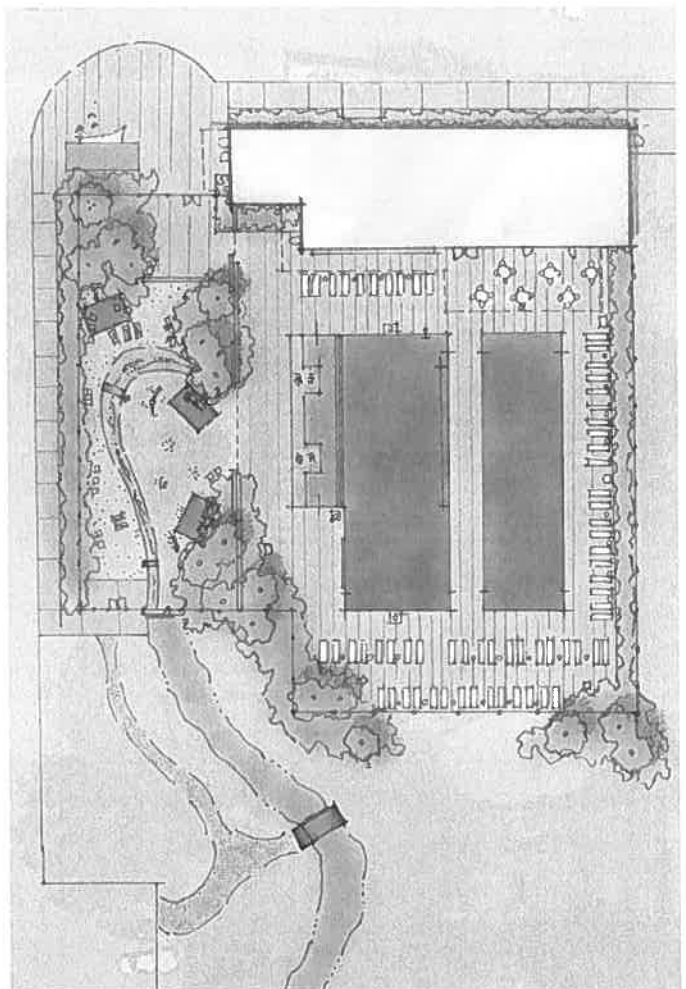
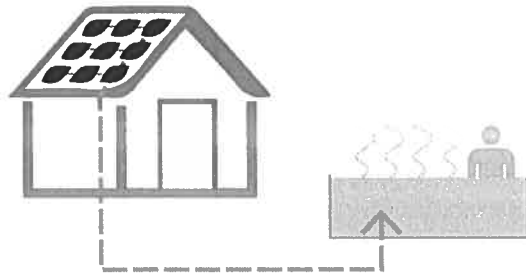
SHADE OPPORTUNITIES

As always in the summer, shade is important when being outside for longer periods of time. The John M Fleet pool is no exception. Currently, except for around the periphery of the project site, there is limited relief from the sun. The Master Plan should provide increased opportunities for permanent shade – whether from landscaping or permanent shade structures.



SUSTAINABILITY

It is not a secret that running and maintaining a pool requires a lot energy and materials. Given current climate, the effects of this has a bigger impact. However, with technological advancements pools can be run in more sustainable way than in the past. With other projects in Carbondale, the city has made clear efforts to build new projects using available sustainable practices. These efforts have been welcomed and supported by the local community. Continuing this trend, in creating a sustainable pool is important.



Carbondale Pool Survey Findings

Introduction:

From May through mid-June, the town solicited community feedback related to improvements for the Carbondale Pool through a survey. The survey was provided in both English and Spanish, and available in hard copies, including as a printed insert in the Sopris Sun. Over 1200 people participated in the survey, providing a diverse cross-section of the community, and exceeding the target of 800 survey responses.

As part of the Carbondale Aquatics Master Plan, the town and consultant team established goals to ensure participation from youth and the Latinx community, who have been harder to engage in town projects in the past. As part of ensuring participation, Spanish translation of the survey was provided. Despite these efforts, there was a smaller percentage of individual survey respondents identifying as Latinx or Hispanic than reflect the community demographics. The community demographic report was used to weight the survey to ensure the responses more accurately reflect the community's demographics.¹

One of the key aspects of the Master Plan is understanding what improvements the community desires for the pool, including physical amenities, programs, building features, and general operations. This report analyzes key findings from the adult survey to provide direction for the Master Plan. The kids survey was reviewed as a separate document and because no demographics questions were asked, are not included in the statistical analysis, but are included as a separate section in this summary. The complete survey results, including write-in comments are included as an attachment.

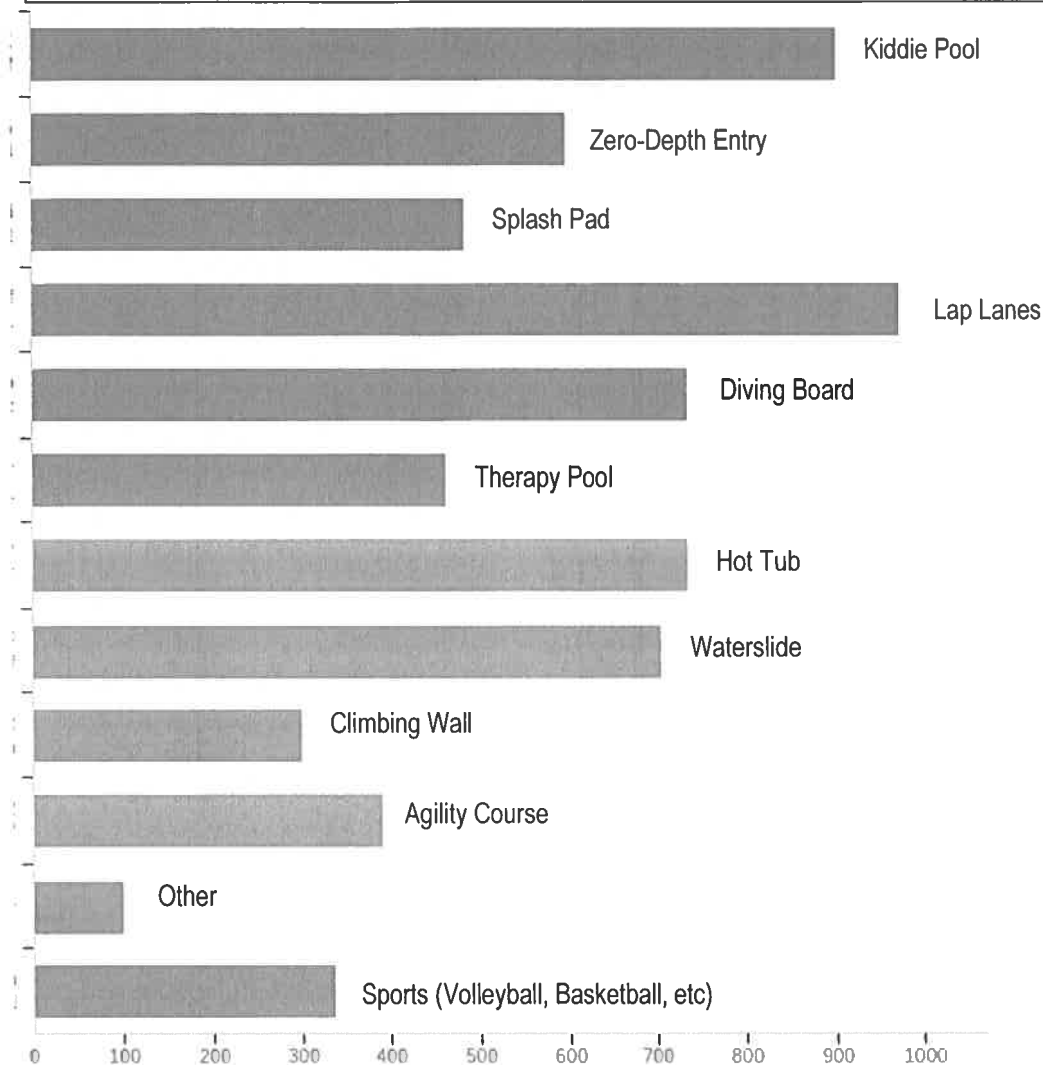
Adult Survey Summary:

The pool is seen as a community amenity that serves several functions. Its role in maintaining health and well-being (80%), fitness (64%), and swim lessons and skill development (70%) was identified as important. For the people who visit the pool at least once per season, they are most often at the pool to cool off in the hot weather (24%), exercise (19%), and participate in kids activities or classes (18%).

The survey sought to identify the features of most interest to the community to help understand what features are important to include in the Master Plan. Without asking to prioritize or consider costs, the survey showed the most support for lap lanes (75%), kiddie pool (70%), hot tub (58%), and diving board (57%), and less support for an agility course (30%), sports (volleyball, basketball, etc) (26%), or climbing wall (24%). The chart of the next page illustrates these selections.

¹ The total number of people that participated in the survey is 1,280 people, with 1,038 completing the adult survey in its entirety. When the Adult Users survey's results are weighted against the Ballard King Demographic Report, the number of survey takers is adjusted to 1,274.27. Results outlined in this report reflect this weighting.

Q5. Which of the following pool features do you think the pool should have?
(Select all that apply)



The survey asked for community members to identify the most important improvements that should be made, and updates to the building were selected most often, regardless of demographics and if the individual is a frequent pool user or not. When asked in more detail about these improvements, respondents indicated a desire for showers (28%), lockers (26%), and family changing rooms (22%). Coupled with the write-in comments, it is clear that an improved, more modern building is desired. Several write-in comments highlighted the importance of ensuring a building and mechanical systems that are as environmentally sustainable as possible.

From a programming perspective, there was significant support for swim lessons (90%), open swim (78%), lap swimming (74%), and fitness classes (66%). Additionally, there were several write-in comments that supported the addition of "adult-only" hours at the pool. Programs that ranked lower included swimming leagues (34%) and kayak instruction (34%). Several write-in comments supported an improved space that can accommodate multiple groups and programming at the same time, particularly for open swim and lap lanes.

The survey shows clear support for programming for families in both general questions related to overall features, and when ranking various features based on costs. The survey shows support for a kiddie pool (70%), features focused on youth (36%), support for a children's slides as a top 1 or 2 choice for lower cost features (54%), and

support for zero depth entry (47%) and a water slide (51%) as a top 1 or 2 choice for highest cost features. Several write-in comments indicated support for separate areas for kids and have open swim times longer or at times that are more accessible for working families.

The survey indicates general support for lap swimming at the pool. 60% of people identified multipurpose lap lanes as a top 1 or 2 choice for higher cost features, lap lanes were identified by 43% of the survey respondents as an important improvement to make at the pool, and competition lap lanes were selected by 40% as a top 1 or 2 choice for highest cost features. Several write-in comments focus on support for lap lanes and facilities.

Questions about potential adjustments to the location, seasonality, and facilities of the pool were included in the survey. Nearly 60% of survey takers supported an outdoor pool (15% seasonal, 42% year-round), and over half of respondents stated that they would use the pool more often if there were extended hours or an extended season (52%). Overall, about half of respondents indicated a location behind the Rec Center would be preferred, compared with 25% who prefer the current location and 25% who do not have a preference. This question was intended to understand if the community would support a different location should the town have the financial and land capability to relocate the pool. While a majority indicated an interest in a location behind the rec center, the write-in comments show community members concerned about the cost and logistics to that kind of adjustment. Additionally, there were a significant number of individuals who focused on preserving view of Sopris Mountain from the pool, as well as creating additional connections to Sopris Park. There were several comments and questions indicating an interest in a splashpad as a potential way to connect with Sopris Park and create opportunities for spaces that would not require full-time staffing. One comment seems to summarize the general sentiment regarding location "I vote which ever location allows the space to be larger and hold some of the options outlined in this survey." As the Master Plan continues to be developed, the cost implications of the location, seasonality, and indoor versus outdoor need to be added to the analysis.

From a site planning perspective, the survey showed a general desire for additional shade and outdoor amenities that support families and small groups to create individual spaces while at the pool. In terms of outdoor amenities, group seating was selected as the most important low-cost item across all household types, and permanent shade structures was selected as the most important medium-cost feature across all household types. Additionally, a hot tub was a feature that came up with generally consistent support in write-in comments.

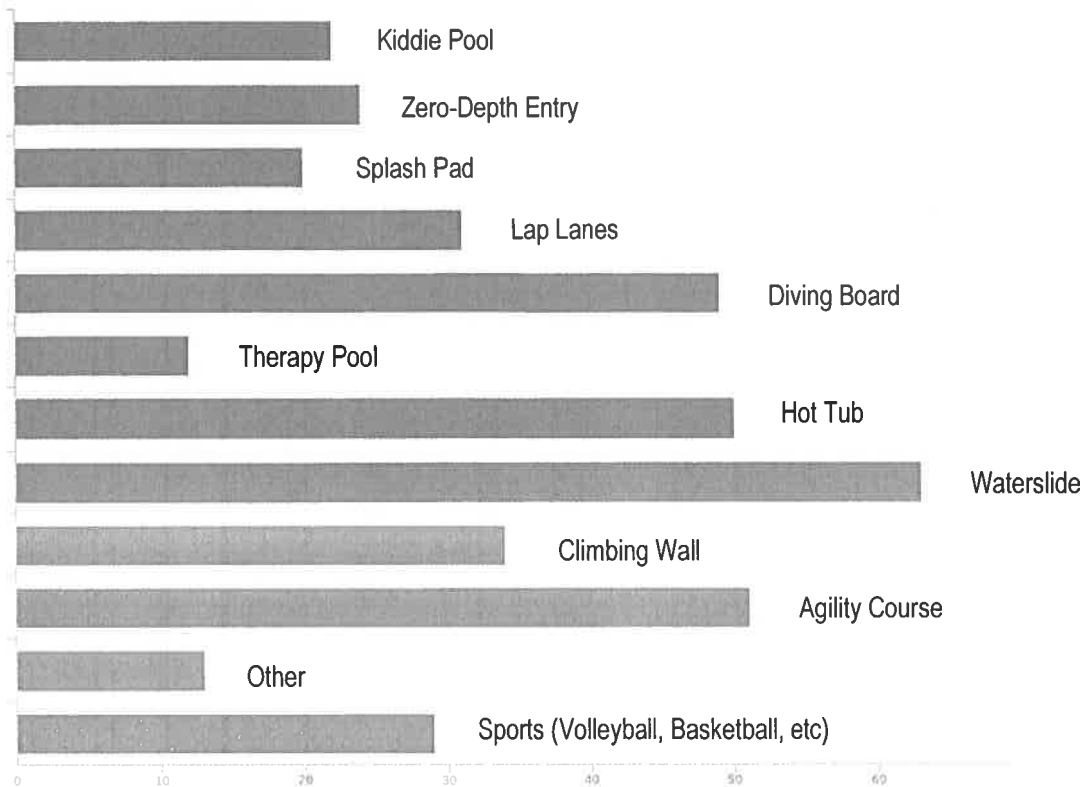
28% of the survey takers indicated that they are not pool users. For this group, the most common reasons they identified as factors that would increase their pool use included if the facilities were improved or had new features (37%), or if the hours/season were extended (17%).

Kids Survey Summary:

The Town includes a children's focused survey to give the youngest residents an opportunity to weigh in on the future of the pool. 90 kids completed the survey and showed general support and enjoyment of the pool. Many said that the deep end and the diving board is fun, while others like the slide and the grassy area. There were a lot of comments that its proximity to home is something they like so they do not have to travel to another community to swim. The pool is a social place, and the kids survey shows that - most kids indicated they come to the pool to cool off in the hot weather (55%), play (51%), and to see family and friends (44%).

In terms of features kids would like to see at the pool, there is strong support for a waterslide (57%), an agility course (56%), hot tub (55%), and a diving board (54%). The full ranking of features is included below:

Which of the following pool features do you think the pool should have?
(Select all that apply)



In terms of programming, kids picked open swim (65%) and swimming lessons (59%) most frequently, followed by lap swimming (40%), kayak instruction (33%), and fitness classes (32%). For the outdoor spaces, kids showed most interest in concessions (65%), a lawn (60%), shade trees (54%), and permanent shade structures (50%).

Conclusions:

Overall, the survey shows support for improvements to the Carbondale Pool that will meet the needs of the entire community – from fitness to lap swimming to family-friendly improvements. There is general support for traditional pool features that will enable flexibility in spaces and programming.

While the survey did not ask specifically about costs at this point, the survey did include questions asking participants to rank preferences based on general cost categories (Low, Medium, High, and Highest). This ranking and differentiation between features provide insight into how the community might choose between features given budget limitations. Generally, the survey shows support for more traditional pool elements over newer ideas. For instance, in the Medium Cost category there was significant support for permanent shade structures followed by a children's slide, with less priority given to a climbing wall or water agility course. Similarly, of the lowest cost features, there is significant support for shade and movable furniture over features like inflatables and non-pool activities like a sandbox or other nature play opportunities.

There were also some comments in the survey regarding cost and ensuring the pool improvements are as economical as possible. Often the comments on cost were also tied to an interest in promoting an environmentally sustainable design. A number of comments indicated that even if an indoor facility is desired, the costs associated with an indoor facility are likely quite expensive. A few comments indicated concern about raising taxes at this time. As stated by one commenter, cost is an important consideration that needs to be imbedded in the final Master Plan.



TOWN OF CARBONDALE MOBILE STAGE USE RENTAL AGREEMENT

Completing this *Mobile Stage Use Agreement* is required for all Renters. The purpose is to assist the Renter with the Mobile Stage reservation so that it meets the rules and regulations established by the Town of Carbondale. This Mobile Stage Use Agreement should be submitted 45- 60 days prior to the event as an addendum to the required *Park (or) Street Rental Use Agreement and Special Event Management Plan* which is required for large special events that will impact the Carbondale community. After review by Town Staff, you will be notified if the event is approved, denied, or if additional information and/or a meeting with Town Staff is needed.

This agreement covers the rental of The Town of Carbondale Mobile Stage between the Town of Carbondale and _____ as the Renter.

SECTION 1: RENTER INFORMATION

Name of organization/renter: _____
Contact Person: _____ Phone: () _____
Address: _____
City/State: _____ Zip: _____
Email: _____

On site contact (Person who will meet for stage delivery): _____
Contact Phone: () _____

Location of event: _____
Location for stage (include map): _____

Date of event: _____ Time of event: _____ to _____
Setup date of stage: _____ Time of setup for stage: _____
Takedown date: _____
Time of takedown: _____
Size of group that will be on stage: _____
Intended Use of Mobile Stage: _____

SECTION 2: STAGE SPECIFICATIONS

Stage Floor space : 16' X 20'
Stage height from ground: 3'2"
Front of Stage roof height from ground: 17'2"
Rear of Stage roof height from ground: 13'3"
Front of stage roof to stage floor distance: 10' 9"

Stage material: Non-slip plywood, aluminum guardrails, aluminum stairway

Accessories: Skirts, back upstage windwall, sound wings, rubber pads for bottom of stage, guardrails, access stairs

Maximum stage load is a uniformly distributed load of 150 lbs. sq. ft. (732kg/m²)

Roof Rigging Load Management: The SL75 mobile stage is designed with rigging points. The positioning and the load capacity of these points have been established to allow the highest number of light and sound layouts. A presentation of all rigging points, their maximum capacity as well as the load combinations permitted will be available upon request. A rigging plan will be required for light and sound and will need to be approved using the Stageline rigging points and capacity documents. Under no circumstances can loads other than shown on this document be added.

This stage does not include: chairs, tables, sound system, lighting system, power source and access, power cords

Stage set up and take down, all hydraulics for set up and take down and leveling, access to breaker boxes, and all other stage mechanicals and controls will be operated only by the Town of Carbondale staff.

SECTION 3: ELECTRICAL SYSTEM

The stage does not have its own power source. The Renter must provide power if needed.

To utilize the full power of the electrical outlets the stage has a 220-volt cable that may be plugged into an appropriate 220-volt outlet. If no 220-volt outlet is available the Stage has a 110-volt conversion cord; however, there will be a loss in the amount of available power (approximately 20 amps available) from the stage outlets. It is the renter's responsibility to provide access to the appropriate electrical voltage (220 for full power or 110 for reduced power) necessary for the use of the Stage electrical outlets (sound, lights, etc.)

Electrical/Power Plan:

Note: Amplified sound cannot exceed 90 decibels which event organizer is responsible to monitor. Amplified music must be approved by Board of Trustees; Music beyond 9 pm requires Trustee approval.

Initial Here: _____

SECTION 4: SITE REQUIREMENTS

Prior to approval of the Stage rental, the Director of Parks & Recreation or his representative must approve all event sites. Due to the size of the unit and vehicle that pulls it, the following are required:

- The unit must be positioned so that it may be placed and hauled away with a minimum amount of reversing.
- When the stage is open and extended to its fullest, it will fill an area approximately 20' wide, 50' long, and 20' high
- A minimum clearance of 10' must be available behind the stage.
- A minimum overhead clearance of 20' is required to open the stage
- A minimum clearance of 10' is required at each end of the unit to open the end doors.

Any damage to the site where the stage is used will be the responsibility of the Renter.

Initial Here: _____

SECTION 5: WEATHER RELATED POLICIES

- The stage with a standard installation with all corner posts secured can withstand a gust of 77 MPH with the backdrop wind wall in place. Without the backdrop wind wall in place the unit can withstand a gust of 115 MPH. If the wind is predicted and has the possibility of exceeding 40 MPH it is important to take emergency measures listed below. The Stage windwall will not be installed in winds over 25 mph.
 1. The public and all personnel present must evacuate the area around the stage and remain at least 100ft (30 m) away.
 2. When possible, all sound and lighting equipment should be lowered and secured
 3. The bottom side of the windwall should be detached
 4. The roof structure should be lowered to reduce the exposed surface only if strong winds have not yet begun. Pin and secure downstage corner posts in the second hole. The stage is more vulnerable during lowering and raising operations
 5. If the storm intensifies and the stage starts to move or partially raise, opening should be slashed in the windwall. It is better to sacrifice a windwall than to risk damage to the equipment or injury to its personnel or the public.
- Town of Carbondale has the authority to cancel the activity and close the Stage during inclement weather conditions.

In event of weather that poses a likely risk of damage to the Stage (rain, wind, snow, or lightning), the Stage will be closed by Town of Carbondale until they determine that conditions are safe for Stage opening. Renter is required to call Town of Carbondale to close Stage when the above conditions warrant closure.

Initial Here: _____

SECTION 6: GENERAL USE RULES

- No alterations may be made to the stage. NO ADHESIVES, NAILS, SCREWS, SIGNS, BANNERS, CURTAINS, FLAGS, ETC. ARE TO BE ATTACHED TO THE INTERIOR OR EXTERIOR OF THE STAGE. NO ADHESIVES OF ANY KIND MAY BE APPLIED TO THE STAGE FLOOR. THIS INCLUDES DUCT TAPE, GAFFERS, OR MASKING TAPE. ANY GROUP, ORGANIZATION, OR INDIVIDUAL SO DOING WILL ASSUME FINANCIAL RESPONSIBILITY FOR DAMAGE, INCLUDING REPLACEMENT COST OF UNIT.
- Equipment must be carried or rolled, not slid, across Stage floor. Risers and other heavy equipment must be placed on protective approved cushioning provided by the renter.
- The use of any kind of tobacco products, alcoholic beverages or other intoxicating substances is not permitted on the Stage or extensions.
- No food or gum permitted on the Stage or extensions.

The renter is responsible for the clean up of the Stage at the end of the rental period and prior to stage removal by Town of Carbondale. Clean up is to include sweeping the Stage floor, mopping and removing all spills with water and mild cleaning detergent only, and removal of all decorations, trash, etc. Renter is responsible for providing cleaning materials. Any cleaning performed by The Town of Carbondale staff, attributed to the rental, will be charged to the renter at the overtime rate and will be deducted from the damage deposit.

The Town of Carbondale reserves the right to refuse rental of the stage for any event deemed a potential hazard to the stage or its operations, or for any event deemed not in the best interest of The Town of Carbondale or the general public.

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SECTION 7: DELIVERY AND SET UP

Town of Carbondale must approve the physical site and access prior to setting up the Stage.

Locations where stage may not be used: non-level surface, non-solid surface, (i.e.-mud or snow or ice that could melt) close proximity to power lines or other objective hazards (i.e.- large standing dead trees)

- The Stage will be delivered and set up on the day of its use and removed at the end of the rental period by Town of Carbondale staff only.
- The renter must be present at the site at the time the unit is scheduled to arrive to assist with orientation of the Stage, accept delivery of rented accessories, and inspect the stage with Town of Carbondale staff for cleanliness and existing damage when the stage is taken down by Town staff.
- Stage delivery and pick up take approximately 1 hour each. Setup of the Stage requires 2 workers 45-60 minutes after the unit has been positioned.
- Once placed and setup, the Stage will remain in place for the duration of the event unless weather becomes a factor at which time renter will notify Town of Carbondale to remove or secure the stage. Renter will be held liable and assume all risk from the time of delivery and setup until pickup by Town of Carbondale.
- Renter agrees to turn over the Stage in the same condition as on delivery. A checklist will be used upon delivery to assess any previous damage with renter and then again upon pick up to assess any new damage or clean-up issues.
- The Renter shall have a representative present at the site when the unit is scheduled to arrive. This representative is to oversee placement of the unity and to accept delivery. The same is needed when the stage is being put away by Town staff during the scheduled pick up time.

The stage may be delivered and/or set up in advance of its use, as agreed upon by the renter, but such delivery and/or set up requires that the renting party furnish security for the unit. AT NO TIME SHALL THE STAGE BE LEFT UNSECURED.

If rental requires the Stage to be on location outdoors overnight, Stage must be closed by Town of Carbondale personnel only. The Stage will be re-opened the following day by Town of Carbondale and call back fees will be charged. When the Stage is closed and not in use overnight the renter must provide Town approved security personnel on site and equipped with a cell phone or some other means of communication to notify police if needed. If Town is not satisfied with the renter's proposed security the Town may choose to provide security with a sworn officer, a contract security person or a Town staff member, at the expense of the renter.

Security Plan:

At all times when the stage is in use, all Town ordinances regarding noise, traffic, parades, etc., shall be strictly obeyed by stage staff and the renting organization. The stage staff has the power to stop the program if for any reason there is potential danger to the equipment or to the staff, e.g. winds exceeding 40 mph, unruly behavior of the crowd or the performers, etc.

Initial Here: _____

SECTION 8: FEES AND DEPOSITS

Mobile Stage Cleanup/Damage Deposit Fee: \$1,000

Paid Date: _____

These amounts may be increased if it is deemed necessary for a particular event or activity.

Renter shall submit **payment by cash, or credit card or check payable to: TOWN OF CARBONDALE and will set up a time to pay with a credit card over the phone or in person at Town Hall**

These fees must be submitted with your application and will be returned if denied. Please note that if the Town deems necessary, a portion of the cleanup/damage deposit fee may be utilized by the Town for the purpose of payment of unforeseen costs necessary to insure and protect public safety during the event, and to ensure the terms and conditions of this Rental Agreement are fulfilled. The deposit shall not limit Renter from liability for such expenses in excess of the Cleanup/Damage Deposit Fee submitted. A refund check for deposit amount (minus any deductions if required) will be issued after the event.

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SECTION 9: LICENSES, PERMITS, AND FEES

Event Organizer shall adhere to all local and state requirements regarding business licenses, taxes, vending, and special event permits and policies. Rental of the stage for use on Town property must also include a Park (or) Street Rental Use Agreement and Special Event Management Plan that details the event, with this stage use agreement being an addendum to that permit.

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SECTION 10: INDEMNIFICATION:

Event Organizer agrees to indemnify the Town, its officers, agents and employees, and to hold them harmless as to any claim, liability or damages, including attorney fees and court costs, arising out of, or directly or indirectly resulting from the conduct of the event.

Initial here: _____

SECTION 11: CANCELLATION OF EVENT:

Event may be cancelled by the Carbondale Town Manager, or his designee, if a recommendation is made by the Parks & Recreation Director, Public Works Director, or Chief of Police that the terms of this Agreement and Event Management Plan are not substantially fulfilled in a timely manner, or in the event of an unforeseen catastrophic event or act of God. In the event of such cancellation, the Town shall remit to Renter all rental fees and damage deposits minus any expenditures incurred by the Town. Neither party shall be liable to the other for any lost profits, lost revenues or consequential damages in the event of such cancellation.

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SECTION 12: RELEASE OF LIABILITY:

The Town assumes no responsibility whatsoever, for any non-municipal property used within the premises of Event/Stage Rental, and the Town is hereby expressly released and discharged from any and all liabilities for any loss, injury or damages to any person or property of Renter, its employees, agents and concessionaires, or of any performer or spectator that may be sustained by reason of the occupancy within the premises of event under this Agreement.

In renting the Stage and accessories, the Town of Carbondale assumes no responsibility:

- For loss of, or damage to, any property placed on the premises by the renter
- For the loss or damage to any property or personal effects, including motor vehicles and their contents, of the renter, agents, employees participants, guests or attendees.
- For any physical injuries sustained by any individual, or group of individuals, during the duration of the rental period.
- For malfunction of any electrical or mechanical equipment provided for the renter (such as sound system, lights, generator, etc.) and the applicant waives any claim thereof.

The renting party shall indemnify, save and hold harmless the Town of Carbondale and its officers, agents and employees from all suits, actions, losses, damages, claims, or liability of any character, type, or description, including without limiting the generality of the foregoing, all expenses of litigation, court costs, and attorney's fees for injury or death to any person, or injury to any property, received or sustained by any person or persons or property, arising out of, or occasioned by, the acts of the renting party or his or her agents or employees, in the rental of the Stage.

Initial here: _____

SECTION 13: AUTHORITY TO CONTRACT:

The Town of Carbondale and Renter represent that each has the power to enter into this Agreement, and grant or receive as the case may be, the license herein granted; each represents that it does not require the consent of any other person or entity (governmental or otherwise), and that this Agreement constitutes a valid and binding obligation of the Town of Carbondale and Renter which is enforceable against the respective parties in accordance with the terms hereof.

Initial here: _____

SECTION 14: ATTORNEY'S FEES:

In the event that suit is brought (or arbitration instituted) or any attorney is employed or retained by any party to this Agreement to enforce the terms of this Agreement, to collect any money due there under, or to collect any money damages for breach thereof, the prevailing party shall be entitled to recover, in addition to any other remedy, reimbursement for reasonable attorney's fees and costs incurred in connection therewith, including the reasonable value of salaried attorney's time.

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SECTION 15: FIRST AMENDMENT ACTIVITY:

The Renter acknowledges that the constitutional right to free speech and expression is afforded careful protection in traditional public forums like Town parks, streets, and sidewalks. If an event is open to the general public and occurring on or within a Town park, street, or sidewalk, the Renter acknowledges that the Town, including its Police Department, will not enforce or otherwise support any restrictions on an individual or group's First Amendment rights, except if determined, in the Town's sole discretion, that the First Amendment activity raises a significant and real issue of governmental concern, including but not limited to public health, safety, or pedestrian or vehicular traffic impediments, or significantly interferes with the specific expressive message of the event.

Initial here: _____

SECTION 16: COVID 19 WAIVER:

I further acknowledge and accept that there are presently additional health risks associated with my participation in this program during the COVID-19 pandemic, and hereby agree to comply with all Town of Carbondale regulations, policies and rules related to the COVID-19 pandemic for so long as the ongoing local COVID-19 health emergency exists as declared by the Town of Carbondale Board of Trustees. With full awareness and appreciation of the risks involved, I also hereby forever release, waive, discharge, and covenant not to sue, the Town of Carbondale, its Parks & Recreation

Department, officers, employees and agents, with regard to any and all liability, claims, demands, and causes of action whatsoever, directly or indirectly arising out of or related to any loss, damage, or injury, including death, I may sustain related to COVID-19 due to my participation in this program, regardless of any negligence by the Town or its officers, employees and/or agents

Initial here: _____

The Renter certifies that he/she has read and agrees to abide by the attached policies and procedures governing the use of the Town of Carbondale Mobile Stage. The applicant accepts full responsibility for any damage occurring to the Mobile Stage as a result to this rental. The Renter agrees to hold harmless the Town of Carbondale, and all of its employees and/or agents from any and all injuries, losses, damages and liability either to person or property, which may be sustained while using Mobile Stage.

Renter Name: _____

Renter Signature: _____

Date: _____

RENTAL RATE FORM

Mobile Stage reservation requests must be submitted to the Town of Carbondale a minimum of 45-60 days to the date requested. Mobile Stage can be rented within Town limits only. A refundable damage deposit of \$1,000 is required 30 days prior to rental date. In case of reservation changes, contact Eric Brendlinger at 970-510-1277.

The Stage will not be available for rent on the following days: New Year's Eve, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day. Any Town events will take precedence over any rental requests.

NON-PROFIT / YOUTH / SENIOR / GOVERNMENT RATES

Rates	Price	Subtotal	
Rental Fee Day Rate (up to 12 hours)	\$250		
Damage Deposit/Cleanup Fee	\$1,000		
Setup/Take down Fee*	\$280		
Overtime/Call out fees *includes travel time	\$40/hour		

BUSINESS OR COMMERCIAL USE

Rates	Price	Subtotal	
Rental Fee Day Rate (up to 12 hours)	\$500		
Damage Deposit/Cleanup Fee	\$1,000		
Setup/Take down Fee	\$280		
Overtime/Call out fees *includes travel time	\$40/hour		

- Set up and takedown fee includes the following: Two Town Employees, at \$35.00 per hour each for 2 hours for set up=\$140 and the same for takedown = \$140 for a total of \$280.00

Subtotal Stage Rental

Reservation Damage Deposit/Clean Up

Set Up/Take Down Fees

Overtime/Call Out Staff Fees

Total Stage Rental Fees

Refundable Damage Deposit Amount CK # _____ Cash _____

(Can be processed with a Credit card) MC/Visa/Discover

Card Number: _____ Expiration Date : _____ CVC : _____

Name on Card : _____

Paid Date _____

Paid Date _____

Return Date _____

Parks & Recreation 16 x 24' - 32 x 24' Stages	Day Rental 8 hours*		Additional Day(s)	Call Back Fees	After Hours Fee	Mileage Fee	Delivery Set Up Fee	Deposit
	Non-Profit	For-Profit						
Riverside, CA	\$860	\$1,075					\$600	\$1,000
Bloomington, IL	\$500	\$1,000				.60/mile		
Billings, MT	\$350	\$550	\$100/\$200		\$125 per hr			\$250
Bainbridge, WA	\$400	\$800		\$50		\$3/mile		\$500
Nashville, TN	\$700	\$1,000						
Bloomington, IN	\$750	\$1,000						
Brownsburg, IL	\$750	\$1,000					\$350/\$500	\$375/\$500
Augusta, GA	\$2,000	\$2,500	20% addl' days					\$450
Hampton, PA	\$200-\$400	\$700		\$20	\$20 per hr			
Riverdale, MD	\$1,400	\$2,500						
Noblesville, IN	\$750	\$1,000					\$350	\$125
Roanoke, VA	\$900	\$1,200						
Fairfax, VA	\$300	\$600						\$150
Las Vegas	\$1,350	\$1,800	\$1080/\$1440		\$80 per hr	\$5/mile		
High Point, NC	\$350	\$750	\$100 addl' days					
Average	\$777	\$1,165						\$410

	Flat Daily Rates						
St Louis, MO	\$775						\$1,000
Wichita Falls, TX	\$525		\$50				\$1,000
Champaign, IL	\$550						
Hollywood, FL	\$1,600						
San Antonio, TX	\$650						
Allegheny County, PA	\$535	\$214					
Oakland County Parks	\$650				\$75 flat fee		
Weber County Parks	\$250		\$50			\$270	
Middlesex County, NJ	\$700	\$600/day					
Stockton, CA	\$800						\$500
South Hampton, NY	\$600			\$50			
Kokomo, IN	\$300			\$50	\$75 flat fee		
Clark County, NY	\$2,000	25% addl' days			\$5/mile		
City of Wyoming	\$300				\$50 flat fee		
Chesapeake, VA	\$325						
Average	\$704						

Town of Carbondale Parks & Recreation 16 x 20 Stage	Day Rental (up to 12 hours)*		Additional Day(s)	Call Back Fees	After Hours Fee	Mileage Fee	Delivery Set Up/ Take down Fee	Deposit
	Non-Profit	For-Profit						
	\$250	\$500		\$40 / hr			\$280	\$1,000

Set up and takedown fee includes the following: Two Town Employees, at \$35.00 per hour each for 2 hours

2 hours for set up=\$140 and the same for takedown = \$140 for a total of \$280.00

Total Stage Rental Non-Profit \$530 plus \$1,000 deposit

Total Stage Rental For- Profit \$740 plus \$1,000 deposit

Local Commercial Rates

Premier Party Rental:

\$684 Stage Rental Fee + \$65 for the railings

\$465 Delivery Fee

\$90 Stage Installation Fee

Total:\$1,239

*Many Parks & Recreation Mobile Stages had an additional hourly rate for renting their stages. Typically one day is "8 hours"

*Some charge more on weekends vs weekdays

Carbondale Recreation Center Stage Rates

\$20 per stage section (4'x8') 12 sections available = \$240.00

4 hours of additional staff time at \$24/hr (2 employees + 2hrs set up + 2 hrs takedown) = \$192.00

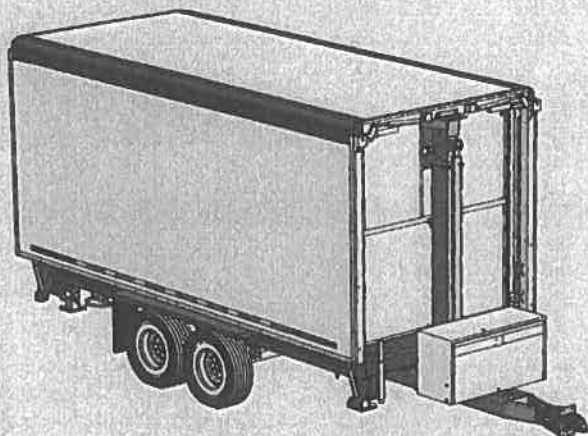
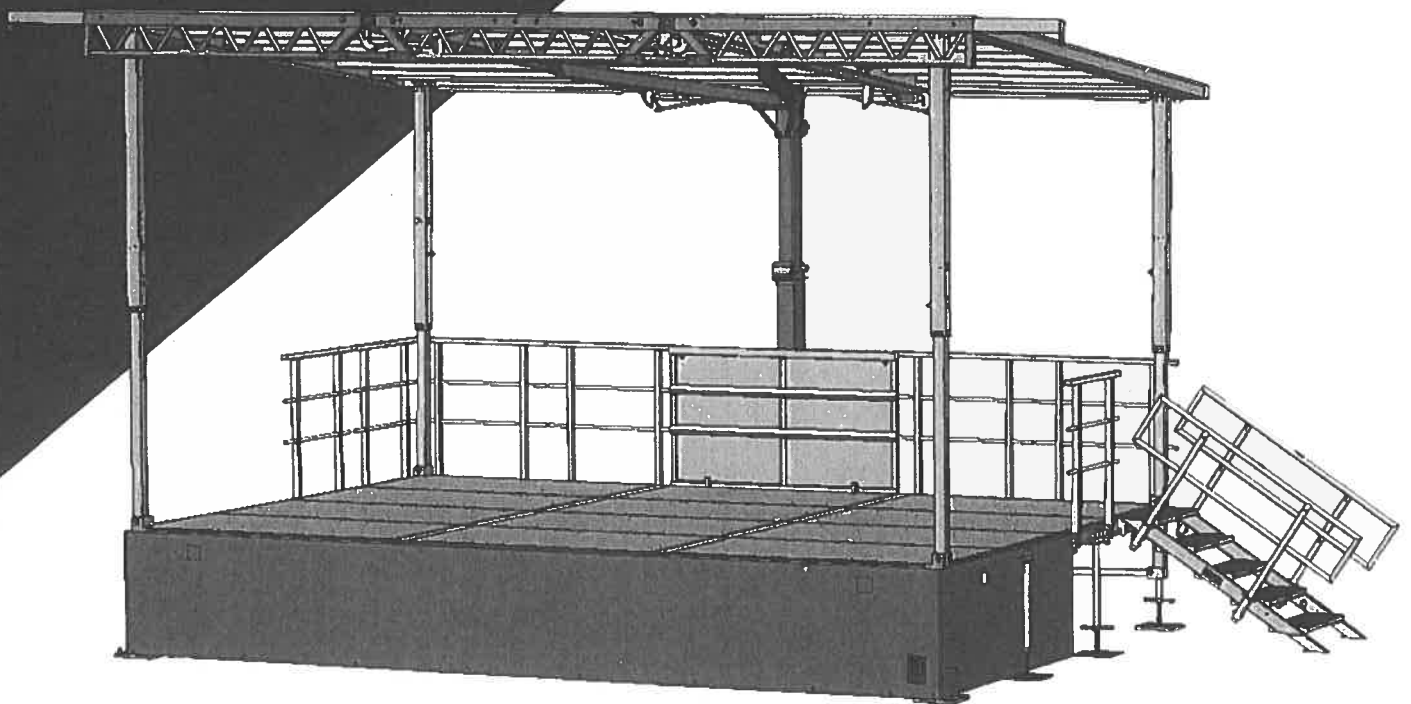
Full Stage Set up fee = \$432.00

Stage must be set-up and taken down by employees of the Town of Carbondale.

SL75

USER'S MANUAL

STAGELINE 2020



STAGE
LINE

In Progress	Carbondale P & R Outstanding Projects 12/9/2020		Completed	30 days	60 days	90 days
Need to check on status						
2020-21 proposed project						
	Red Hill Signage (design of trailhead kiosk for late fall installation)		contracted	Trailhead amenities build and install	Kiosk design work	Kiosk signage completed and installed
	RVR Park Weed Management - can/will they adopt Town weed plan			homeowners approaching RVR board		
*no staff training	CIWMP- Approval for 2021 weed mitigation strategies		assesment	mapping	planning	presenting plan for 2021 to Trustees
	Nuche Park - Parking & Signage	Fence Permit and approval	purchased material	BECA	BECA	scheduled completion March 15-30
	Playground & Park equipment painting	Gianinetti Completed	Sopirs Gazebo	Park Signs staining and repair	Park Signs staining and repair	Hendricks painting Spring Project
* timing pushed back	Orchard Park Playground Replacement Project			Construction	construction	Scheduled Completion Spring 2021
	FMLD Gianinetti Park Playground phase 2		submitted	Not awarded		
	GOCO Gianinetti Park ADA enhancements Resilient Communities Grant			do not qualify		
*delayed final design and permitting	Crystal River Restoration and Weaver Ditch Efficiency Project			80% designer grant writing	grant writiing for construction	Final permitting and design
	GOCO/ NFWF Restore Grant for Crystal River Project	\$249,947 submitted				Award notification March 2021
	Fishing is Fun Grant Crystal River Project. CPW	\$30,000 processed		Compiling data needed for grant	compiling data needed for grant	submitting requested information
*delayed bidding	Fence at White Hill Cemetery			received bid	contracting	construction spring 2021
	Electric Work at RV Park	Phase 2 complete		Budget item 2021	Contract Lassiter Electric phase 3	Winter/ Spring Project
*delayed completion	Electric work at Rodeo Grounds	phase 1 & 2 complete	contracted	Phase 3 in progress	scheduled completion	
* change in scope public outreach	Aquatics Facility Master Plan	Survey & conceptual design presentations	BOT work session	Cost exercises	scheduled completion	closeout
*delayed fundraising	Batting Cage at Bill Hanks	purchased and arrived		Permitting and approval	Site Prep	spring Installation
*delayed production and delivery	Mobile Stage Delivery	arrived	3 employees trained	benchmarking rental rates	Legal review of rental contract	Potential use
* delayed final report	MEM Project Report		weed mapping completed	Compiling research and survey data	F & F map creation, history compilation	Presentation data summary report
	Miners Park Volleyball Border Project		purchased and arrived	sand delivered to site and spread	frozen	Scheduled completion Spring 2021
	Nature Park-loop pathway improvements		installed	Test section with x-mass tree wood chips		
* affected by covid-19						
Completed	Updated Highlighted Chart of Master Plan	Completed on Website			https://www.carbondalerec.com/rec-misc/master-plans/	
* delayed construction	RVR Triangle Park Playground Equipment	Completed		completed		
* timing pushed back	Pickleball Courts			grass established		
	Red Hill Road Realignment and parking lots	Started 5/18-Completed 9/2		Completed	Grand opening Oct 13th	
	Park Bathroom work	Floor Treatment in Sopris			Installing curtains in Miners	
* delayed bidding	FMLD Gianinetti Park playground renovation			completed		