

TELLURIDE TOWN PARK PAVILION MANAGEMENT PLAN

The Town Park Pavilion is an important community resource. The primary purpose of the Pavilion is to provide an indoor ice rink facility for the community. The Pavilion is also a multi-use facility as other recreational and non-recreational uses may occur during the time when the facility is not used for ice-related events.

The prospect of these contemplated uses requires the Town to manage the facility in such a way that it is compatible with and complements Town goals, Town Park uses, and the surrounding neighborhoods. The Management Plan sets forth permitted and prohibited uses as well as the application process for interested groups.

The objective of the Town Park Pavilion is to provide a safe, fun environment for local recreation programs, as well as a venue for approved community functions.

Winter fees for Parks and Recreation Department programs and contracted uses that utilize the Pavilion will be reviewed annually by the Parks and Recreation Commission.

The Parks and Recreation Commission shall review and update the Town Park Pavilion Management Plan as necessary and shall approve any amendments to the Plan.

GENERAL GUIDELINES

Application Process:

1. Use Application is attached or available at the Parks and Recreation office and should be completed and submitted for all applicants, except for new or changed special events (see below).
2. Applicants for a new or changed special event (defined as events that did not use the Town Park Pavilion in the previous year or events requesting changes in crowd size, date, and/or time) shall submit a complete "Application for New or Changed Special Events" at least 90 days prior to the requested date. The Parks and Recreation Commission will consider the application, utilizing approved review criteria, to determine whether the Town Park Pavilion is available and to consider the community benefits and impact mitigation plan. For special events, this step is necessary prior to receiving CCAASE date approval.
3. The Recreation Facilities Manager will review all applications for compliance with the Management Plan criteria, impact mitigation, availability, and compliance with Town policies and ordinances. When necessary or appropriate the Recreation Facilities Manager will refer applications to the Director of Parks and Recreation or the Parks and Recreation Commission for review.
4. Applications are accepted during the current calendar year.
5. Applications are considered on a first come first served basis, recognizing historic uses in Town Park.
6. Applicants must be 18 years of age or older.
7. Reservation requests and use fees are inclusive of set-up and clean-up time within the normal operating hours of 8:00am – 10:00pm.
8. Applicants are responsible for all set-up and clean-up and must return the facility to the same condition in which it was found.

Scheduling:

1. Mid-October through mid-March shall be restricted to ice activities on the rink surface.
2. The lobby, multi-purpose room, east corridor, and west corridor are flex spaces available for reservation requests year-round.
3. Groups may apply for use of the Town Park Pavilion when there are no other Parks and Recreation Department programs or contracted uses scheduled.
4. In the summer, contracted recreation uses may use the Pavilion on a rotating basis during inclement weather. Pavilion use fee is included in Town Park use fee.
5. Approval of all reservation requests is dependent on staff availability.
6. Reservation requests must be made at least 72 hours in advance.

Use Restrictions:

1. The curfew for all events shall be 10:00 p.m. unless a curfew extension is granted by the Parks and Recreation Commission.
2. No unauthorized amplified music allowed.
3. Pavilion use shall be restricted to primarily within the building. There shall be no activities allowed outside the Pavilion (other than ingress, egress, deliveries, and parking) without prior approval by the Recreation Facilities Manager.
4. Alcoholic beverages may only be consumed at the following scheduled activities, between 10am and 10pm: adult recreational programs (participants and spectators), private functions, and special events. Alcoholic beverages may not be sold or served without a State of Colorado Liquor License Permit (special events only).
5. Groups must follow noise ordinance requirements.
6. No smoking, vaping, bikes, or pets allowed.
7. Glass is prohibited in the facility, unless otherwise approved by the Recreation Facilities Manager.
8. No camping allowed.
9. Nothing may be attached or mounted to the outside of the building or placed in windows facing outside, unless otherwise approved by the Recreation Facilities Manager.
10. Signs or attachments to the interior walls must be approved by the Recreation Facilities Manager.
11. Groups may not remove, but may cover the dasher board advertisements during their reserved use.
12. Liability insurance coverage paid for by the user may be required depending on the type of reservation.
13. Facility occupancy is limited to 1,000 persons at any given time, which is subject to setup plan approval by the Fire Marshal and Building Official.
14. Groups must adhere to posted weight load limits for the ceiling and floor systems.
15. If needed, Parks and Recreation Department staff time will be billed at \$25.00/hr.

User Group Categories			
Group A	Group B	Group C	
Individuals/Families (Private Functions)	Non-Profit Organization	Commerical/ For-Profit Group	
Group A1 Regional	Group A2 Non-Regional	Group C1 Restricted Recreation	Group C2 All Other Uses
<i>Resident or Property Owner R-1 School District</i>	<i>Resident or Property Owner Outside R-1 School District</i>	<i>Participant fee may not exceed \$15.00 per person per hour. Participation must be open to the public.</i>	
Hourly Rates (pick one or more of the following)			
Pavilion / Rink Surface (Nov-Mar) *	\$ 120.00	\$ 142.50	\$ 95.00
East Bathrooms & Lobby (Jan-Dec)	\$ 25.00	\$ 30.00	\$ 20.00
West Bathrooms (Jan-Dec)	\$ 25.00	\$ 30.00	\$ 20.00
Multi-Purpose Room (Nov-Mar) **	\$ 10.00	\$ 12.50	\$ 7.50
Hourly Rates (pick as many as desired)			
Pavilion / Rink Surface (Apr-Oct)	\$ 22.50	\$ 27.50	\$ 17.50
East Corridor (Jan-Dec)	\$ 15.00	\$ 20.00	\$ 12.50
West Corridor (Jan-Dec)	\$ 15.00	\$ 20.00	\$ 12.50
Multi-Purpose Room (Apr-Oct)	\$ 10.00	\$ 12.50	\$ 7.50
NOTES:			
* Pavilion / Rink Surface rentals (Nov-Mar): \$25.00 per ice cut is in addition to the above rate. Rate includes use of bathrooms and dressing rooms in either the east or west corridor			
** Multi-Purpose Room (Nov-Mar): included in non-profit winter contract use during contracted dates and times			

TOWN PARK PAVILION MAP

MORTON
architects
700 W. 72nd St., Suite 100
P.O. Box 2828, Tulsa, OK 74112
(918) 438-8800

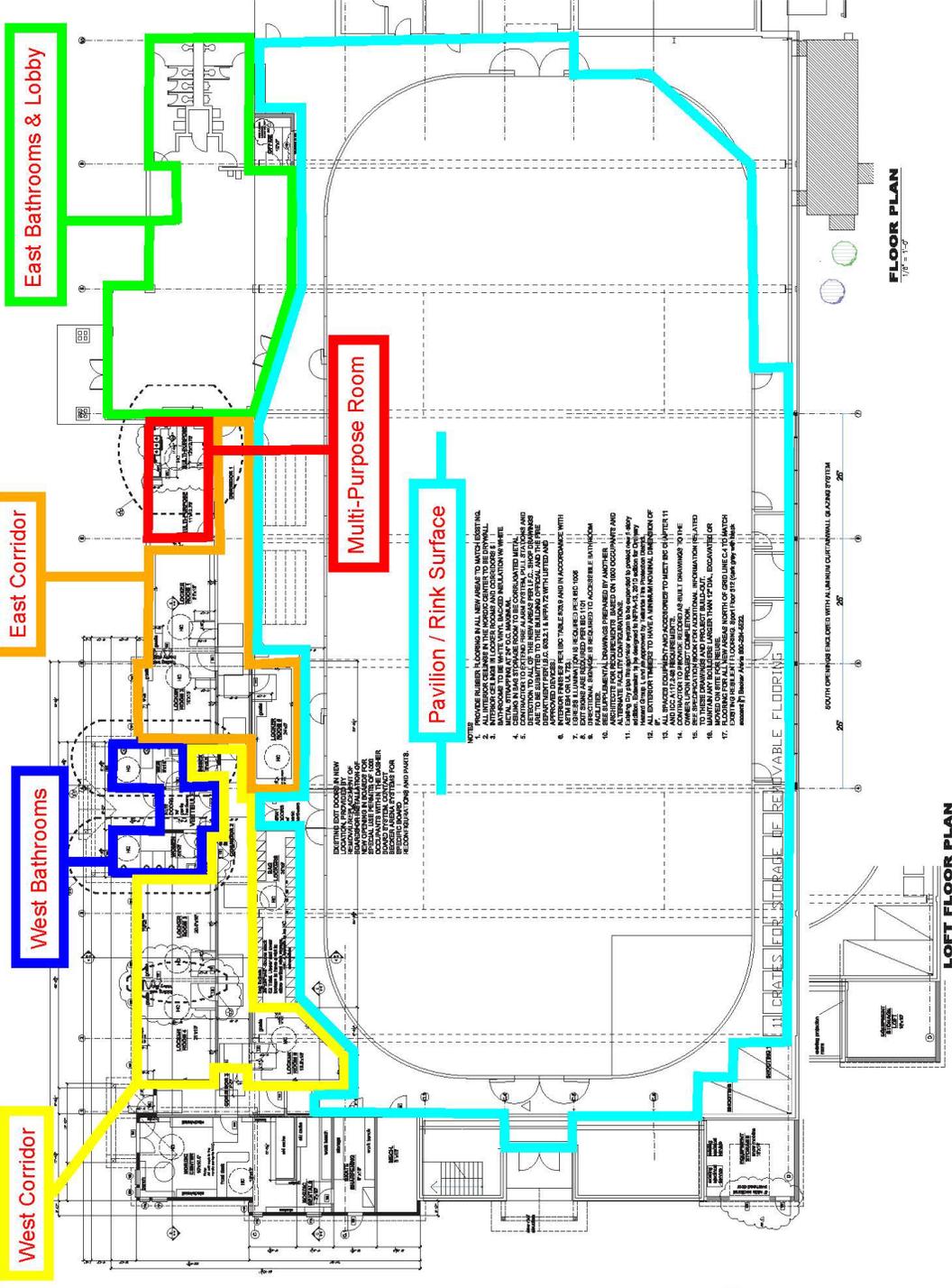
TOT PAVILION
EXPANSION
HAILEY BIRK - TOWN OF TULSA



ISSUE LOG

NO.	DATE	DESCRIPTION
1	11/11/14	ISSUED FOR PERMIT
2	11/11/14	ISSUED FOR CONSTRUCTION
3	11/11/14	ISSUED FOR OCCUPANCY

A-2.0
SHEET 7





Parks & Recreation Department
Box 397, Telluride, CO 81435
 Phone (970) 728-2173

TOWN PARK PAVILION RENTAL APPLICATION

Organization or Event: _____

Requested Date(s): _____ Start Time: _____ AM / PM End Time: _____ AM / PM

Type of Group:

Please check one of the following - **see attached Management Plan for fee structure**

- Individuals/Families (private function)**
 _____ Regional (resident or property owner inside R-1 School District)
 _____ Non-regional (resident or property owner outside R-1 School District)
- Non – profit Organization**
- Commercial / For-Profit Group**
 _____ Restricted recreation (participant fee limit & participation open to the public)
 _____ All other uses

** New or changed special events must submit an "Application for New or Changed Special Events"*

Facility Portion:

Please check at least one of the following - **see attached Management Plan for map**

At a minimum, users will need to rent at least one of the following primary areas:

- East Bathrooms & Lobby (Jan-Dec)
- West Bathrooms (Jan-Dec)
- Multi-Purpose Room (Nov-Mar)

Additional areas available a la carte include:

- Pavilion / Rink Surface (Jan-Dec)
- East Corridor (Jan-Dec)
- West Corridor (Jan-Dec)
- Multi-Purpose Room (Apr-Oct)

Contact Person: _____

Mailing Address: _____

Day Phone #: _____

E-mail Address: _____

How many people are you expecting? _____

Describe your requested use of the Pavilion (Attach a separate sheet, if necessary):

Explain how you will mitigate the parking/traffic impacts in Town Park associated with your request:

Please refer to the attached Pavilion Management Plan for information on the application process, permitted uses, and fee structure.

Pavilion users are responsible for all clean-up and events must provide their own trash bags and cleaning supplies.

TOWN PARK PAVILION RENTAL AGREEMENT

Please submit a **check payable to the Town of Telluride for a clean-up deposit** with your reservation form to the Parks and Recreation Office in Town Park.

\$50.00 for groups of **under 50 people.**

\$250.00 for groups of **over 50 people.**

Please sign and provide information requested in box below.

I have read and fully understand all information on the Town Park Pavilion Reservation Request and Management Plan. As the designated individual or representative of the organization or group listed below, I state that this organization or group will not hold the Town of Telluride, the Parks & Recreation Department or Board, or any Town personnel responsible for any accident or injury that may occur during use of the Town Park Pavilion. I further understand that clean-up must be completed by the appointed date and to standards set by the Parks and Recreation Department.

Event manager's signature: _____

Note: Please include a self-addressed stamped envelope with your deposit. If no envelope is provided, we will tear up your check after your event if the requirements of this Agreement, application, and management plan are fulfilled as stated.

Person in charge of clean-up: _____ **Phone:** _____

CLEAN-UP CHECKLIST

Lobby, Rink & Multi-Purpose:

- _____ Pick up all trash
- _____ Empty trash containers
- _____ Wipe down tables and counters
- _____ Clean windows (if needed)
- _____ Sweep/mop floors
- _____ Wipe walls (if needed)
- _____ Empty trash
- _____ Replace trash bags
- _____ Remove signs & decorations

Restrooms:

- _____ Empty trash
- _____ Clean sink & toilets
- _____ Sweep/mop floors

East Corridor, West Corridor:

- _____ Empty trash
- _____ Sweep/mop floors

STAFF: Tentative in ANET: _____ Date and Time of Clean-up Inspection: _____

Reserved in ANET: _____ Deposit rec'd: _____ Rental Fee rec'd: _____

Copy emailed: _____ Set-up/Clean-up Fee rec'd: _____

Event approved by Recreation Facilities Manager: _____

Staff Comments: _____

Date deposit check ripped up / sent back: _____