

*Approved by Town Council on April 24, 2007  
Updated by Parks & Recreation Commission on May 20, 2009,  
September 15, 2010 & November 28, 2012 & May 22, 2013*

## **TELLURIDE TOWN PARK PAVILION MANAGEMENT PLAN**

The Town Park Pavilion is an important community resource. The primary purpose of the Pavilion is to provide a covered ice rink facility for the community. The Pavilion will also be 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.

Fees for Parks and Recreation Department programs that utilize the Pavilion will be reviewed annually by the Parks and Recreation Commission. Groups requesting additional time slots after the program fee is set will need to apply and will be charged the appropriate hourly rate using the attached Fee Structure.

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.

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 applying to CCAASE for a calendar date.
3. The Director of Parks and Recreation 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 Parks and Recreation Director will refer applications to the Parks and Recreation Commission for review.
4. Applications are accepted up to one year in advance.
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. 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. November through March shall be restricted to ice activities on the rink surface, although multipurpose uses may be accommodated in ancillary areas (lobby, dressing rooms, etc.)
2. The lobby is available for reservation requests all year.
3. Groups may apply for use of the Town Park Pavilion when there are no other Parks and Recreation Department programs or approved Town sponsored events scheduled.
4. In the summer, Town sponsored (or contracted) programs 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.

**Use Restrictions:**

1. The curfew for all events shall be 10:00 p.m.
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 Parks and Recreation Director.
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, bikes, or pets allowed.
7. Glass is prohibited in the facility, unless otherwise approved by the Parks and Recreation Director.
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 Parks and Recreation Director.
10. Signs or attachments to the interior walls must be approved by the Parks & Recreation Director.
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.

# TOWN PARK PAVILION

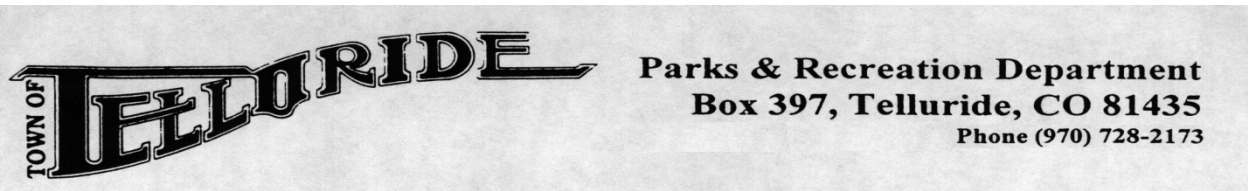
## FEE STRUCTURE

Group	Description	Permitted Uses	Fee			Hours
			Summer April – Oct.	Winter Nov. - March	Lobby Use Jan. – Dec.	
<b>A</b>	<b>1</b> <u>Individuals / Families</u> (Private functions) Regional residents / property owners (inside the R-1 School District)	As approved by P&R Department	<b>\$37.50</b> <i>per hour</i>	<b>\$156.25</b> <i>per hour</i>	<b>\$15.00</b> <i>per hour</i>	As approved by P&R Dept.
	<b>2</b> <u>Non-regional</u> residents (outside of the R-1 School District)	As approved by P&R Department	<b>\$50.00</b> <i>per hour</i>	<b>\$187.50</b> <i>per hour</i>	<b>\$18.75</b> <i>per hour</i>	As approved by P&R Dept.
<b>B</b>	<u>Non-Profit Organization</u>	As approved by P&R Department	<b>\$31.25</b> <i>per hour</i>	<b>\$125.00</b> <i>per hour</i>	<b>\$12.50</b> <i>per hour</i>	As approved by P&R Dept.
<b>C</b>	<u>Commercial / For-Profit Group</u>	As approved by P&R Department	<b>\$93.75</b> <i>per hour</i>	<b>\$375.00</b> <i>per hour</i>	<b>\$37.50</b> <i>per hour</i>	As approved by P&R Dept.

*\* All fees are increased by 25% and will be re-evaluated once data is compiled after a year of operations*

### NOTES:

1. Use fees are charged for set-up and clean-up time within the normal operating hours (8am to 10pm)
2. The following items will be billed hourly (\$25/hour) for P&R Staff:
  - a. Floor removal
  - b. Dasher board removal
  - c. Cleaning



## TOWN PARK PAVILION RESERVATION APPLICATION

Organization or Event: \_\_\_\_\_

Requested Date(s): \_\_\_\_\_ Time: \_\_\_\_\_

\_\_\_\_\_ Time: \_\_\_\_\_

\_\_\_\_\_ Time: \_\_\_\_\_

### Type of Group:

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

- Individuals/Families (private function)**
  - \_\_\_\_\_ Regional (inside R-1 School District)
  - \_\_\_\_\_ Non-regional (outside R-1 School District)
- Non – profit Organization**
- Commercial / For-Profit Group**

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

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 RESERVATION 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:***

- \_\_\_\_\_ 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

**STAFF:**

**Deposit Rec'd:** \_\_\_\_\_ **Event Fee rec'd by:** \_\_\_\_\_ **Set-up/clean-up fee rec'd:** \_\_\_\_\_

**Copy emailed:** \_\_\_\_\_ **Date and Time of Clean-up Inspection:** \_\_\_\_\_ **Max:** \_\_\_\_\_

**Event approved by Parks & Recreation Director:** \_\_\_\_\_ **Date Rec'd** \_\_\_\_\_

**Staff Comments:** \_\_\_\_\_

**Date deposit check ripped up / sent back:** \_\_\_\_\_