

# Rifle Parks & Recreation Advisory Board

## Agenda

July 11, 2016

5:30 PM

### **Parks Maintenance Facility**

#### **3100 Doaks Lane**

1. Call to Order
2. Minutes of June 6<sup>th</sup>, 2016 meeting
3. Comments from Public
4. Updates:
  - Independence Day Celebration
  - Action Park Lighting
  - Centennial Playground
  - “Extra Grass” project on Spevere Field
  - Wamsley Turf Project
  - Heinze Gazebo Roofing
  - Pioneer Ditch Screen Project
5. Facility Use Policy Discussion-Continued
6. Vending Policy Amendment-Continued
7. Other..?
8. **Next meeting—August 8<sup>th</sup>, 2016**
9. Adjourn



## **Rifle Parks Vending Policy 2016**

- a) Any vendor or organization desiring to distribute food or merchandise, for a charge, or donation, in any Rifle Park, shall first obtain a Parks Vending Permit or approval from the City of Rifle Parks and Recreation Department.
- b) A vendor shall complete the required vending permit application available from the City of Rifle Recreation Department by the first Friday in March each year. (Organizations seeking permission for a single event must apply for permission at least 14 days prior to the event and will be allowed only one event (up to 3 days for that event) per year).
- c) Payment of the vendor permit fee is required at submission of the vending permit application to the Recreation Department and a permit fee shall be paid for each park in which the vendor seeks a permit.
- d) The annual permit fee shall be \$50.00 and shall not be pro-rated. A Rifle Parks Vending Permit shall be valid for one year, from April 1<sup>st</sup> through March 31<sup>st</sup>.
- e) A vending permit entitles a vendor to an exclusive vending location for each park in which a permit is obtained. Vendors may not vend from sites other than their approved exclusive location. Vendors may request a specific location but all vending locations are subject to approval by the Parks and Recreation Director or designee. Locations with electrical connections are limited and vary by park. An additional annual charge of \$50 will be assessed at the time of permit application if a vendor requests a location with electrical connection. Due to limited availability of such locations, the additional charge will apply whether or not the vendor uses the electrical connection. A vendor shall not connect to any City electrical service without approval and payment of the additional electrical connection fee.
- f) A single vendor shall hold no more than one vendor permit per park.
- g) The number of permits available per park is limited as follows and is subject to change based upon the determination of the Parks and Recreation Director:
  - Centennial Park: 3
  - Deerfield Park: 2
  - Rifle Mountain Park: 2
  - Davidson Park: 1
  - Civic Plaza: 1
  - Remote Control Park: 1
- h) The size of a vendor's trailer, cart, mobile vending unit, or temporary structure and type of vending may be restricted or prohibited depending on the park and/or desired vending location within the park.
- i) All vending related equipment and temporary structures must be removed from the vending location daily. No on-site storage will be allowed.

- j) All permitted vendors shall comply with all applicable City, State and Federal laws and regulations and will be required to furnish a copy of their Rifle Sales Tax Permit, workers compensation insurance (if applicable) and, for food vendors, appropriate health inspections/permits.
- k) All permitted vendors shall provide a certificate of insurance with the following information: \$1,000,000.00 combined single coverage indemnifying the City of Rifle. Insurance documents must list the City of Rifle as additionally insured as follows: "Additionally insured; City of Rifle, its officers, officials and employees." Insurance will be required prior to receiving a Rifle Parks Vending Permit.
- l) Permits must be applied for annually, in February and are not transferable.
- m) Permits may be revoked by the City at anytime, for any reason, without notice or reimbursement of fees.
- n) Permitted vendors shall only operate during the days and times the park is open to the public.
- o) Trash related to vendors must be picked up by vendor before leaving the premises.
- p) **Vending by school groups related to hosting High School Sports at Deerfield Regional Park, may, at the City's discretion, be allowed to operate the Cooper Field Concession stand and/or, the Taughenbaugh Field Concession stand during RHS baseball and RHS Softball regular and post season games. Concession booth sales at Cooper Field and Taughenbaugh Field are limited to packaged snacks and bottled or canned drinks. No cooked food or food cooking is permitted.**
- q) **User groups may, at the discretion of the Parks and Recreation Director or designee, vend food for 1 event (maximum 3 day event), per season. Requests must be made with no less than 14 days advance notice to the Parks and Recreation Department.**
- r) **Permitted public Special Events on City of Rifle or Rifle Parks property may result in the City offering additional limited-term vending permits and locations and/or allow non-profit and civic groups to vend in Rifle Parks free of charge without a vending permit. A City Sales Tax License or proof of non-profit status will be required from each Special Event vendor.**
- s) **Determination of permitted vendors will be based on, resume/record of the vendor, proposal of the vendor, number of vendors vs. number of spaces, appropriateness of the item or type of food being vended, as well as other related factors at the time of application.**

**Version: -5/20/2016**

### **General Reservation Policies:**

- Reservations for all Sports Complex and Public Use Fields will be accepted Monday – Friday 8:00am-4:00pm. Reservations must be made 1 week (7 days) in advance of the date needed.
- Client must be 18 years of age or older to reserve fields.
- The City reserves the right to decline, revise, revoke, or cancel dates at facilities for non-use or if the organization conducts activities not described on the facility rental agreement.
- Client agrees that the City is not responsible for any property left by the user or brought to the premises by the user, or by any other persons or entity in connection with the use of facilities. The user agrees that the City shall have no liability for destruction, theft, vandalism, or other loss or damage to any such property.
- Rifle Parks and Recreation staff has final say on all matters pertaining to rentals.
- The Rifle Parks and Recreation Director or designee, for a good cause, may cancel a facility reservation permit. Fees and deposits will be returned and every effort will be made to relocate and/or reschedule those clients whose permits have been cancelled.
- Pamphlets, handbills or advertising material of any kind may not be posted, placed or distributed at sports fields unless prior permission is given by Rifle Parks and Recreation.

### **Facility Reservation Permit:**

- Use of fields and lights is by permit only. Participants and spectators are to remain off fields that are not permitted or in use. User groups are not allowed to enter any park or sports facility if the gates are not open and/or a supervisor is not present.
- Only participants approved by the City are allowed to use lighted sports fields. This use is not transferable to another person or group without the prior approval of City staff.
- When two or more groups have requested the same space and time, all requesting groups will be contacted after staff has reached a decision on the field allocation. Decisions will be based on Facility Use Prioritization Policy as well as fiscal, schedule, and program impact to the City of Rifle Parks and Recreation.
- Once a facility has been allocated, a facility use permit will be issued to the Client by the City.
- Facility permits are valid for the defined reservation period only. Clients must re-apply for additional reservation dates.

### **Care of Facilities:**

- Field prep, including lines, water and dragging are the responsibility of the City of Rifle Parks and Recreation. Client and/or users are not authorized to perform field preps.
- Client agrees that they will pay for any unusual wear, tear, breakage or damage to facility occurring from the public or principals representing the Client.

- Participants and spectators shall leave the sports facility area clean and litter free, using provided garbage receptacles. Client shall be charged a cleaning fee in an amount up to \$500 for not leaving sports complexes and park areas clean and litter free.

**Field Configurations:**

- Field configurations are limited to existing dimensions and or base anchors. Custom configuration will not be accommodated.

Cooper Field will be used solely baseball at the designed dimensions. Adjustment of base or pitching dimensions is prohibited.

Moving of soccer goals by staff authorization only.

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### **Field Preparation:**

- Field preparation includes dragging and lining of infields for baseball and softball and boundary lines for t-ball, soccer, softball and baseball.
- If requesting more than 2 fields for field preparations, or back to back games, game start times for softball and baseball must be staggered by 1/2 hour, or schedule must include a 60 minute break between games.
- Field Reservation and preparation requests are required to be submitted no later than **7 days** prior to the rental.
- Practices will not be granted special field preparations. Drop in use of fields is "as is", at your own risk.
- **All field rentals require a mandatory prep before the first game. Baseball field rentals require an additional mandatory prep before the fourth game. If requesting more than 2 fields for prep, game start times must be staggered by 1/2 hour, or schedule must include a 60 minute break.**

### **User Behavior:**

- It is the responsibility of the Client to ensure rental patrons utilize the facility in a safe, appropriate manner. The City of Rifle Parks and Recreation reserves the right to remove any person or persons considered to be disorderly. Any persons ejected from a venue must depart the area and must not trespass on the park property for the remainder of that day.

### **Alcoholic Beverages and Smoking:**

- Alcohol is not allowed in City Parks and Sports Facilities (RMP excepted)
- Smoking is not allowed in the proximity of sports or public activities.

### **Closing Time:**

- Sport Facilities and Parks shall be closed at 10:00 p.m., unless otherwise posted, or with ½ hour after the end of a scheduled event, whichever is later.

### **Concessions/Vending/Admittance Fees:**

- The authority to operate all concessions is by permit only, and shall be the sole privilege of the City of Rifle Parks and Recreation Director and/or designee.
- No vending shall be allowed, nor monies collected on City of Rifle property except as allowed by policy, with the prior approval from the Rifle Parks and Recreation Director or designee. This includes sales of souvenirs and admissions, except for RHS Softball or Baseball as authorized by the approved IGA.
- All approved sales of souvenirs and admissions are subject to City of Rifle sales tax and applicable licensing, and must be reported to the City of Rifle Finance office at 202 Railroad Avenue, Rifle, CO.

- Private vending (sale, distribution or display of tangible items) and solicitation (requesting donations) on City property without authorization is prohibited by **City Ordinance \_\_\_\_\_**

**Field Usage Fees:**

- Field usage fees shall be assessed according to the City of Rifle Parks and Recreation Facility Use Fee Schedule.
- Sports facilities will available at the time of reservation. Any additional set-up/warm-up times must be booked by the Client, and will be charged the standard rental fees. Additional time will be rented in one hour increments.

Requests for sports lighting, where available, will be charged separately on a per hour basis and must be requested in advance, at the time of reservation.

\*Add to appropriate section: **Discounted rates for non-Rifle Parks and Recreation youth programs will be considered for leagues when at least 60% of the participants reside in Rifle.**

**New league?**

**League in 2<sup>nd</sup> year?**

**League in 3<sup>rd</sup> year?**

**Established youth league?**

\*Remaining policies....

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**Liability Insurance:**

- Client shall provide an insurance certificate and endorsement for periods of City facility use, naming the City of Rifle as an additional insured for a minimum of \$1 million liability per occurrence and \$2 million aggregate.

**Fee Payment:**

- Reservation payments will be accepted via cash, and credit card. Checks will be accepted for payments, as long as the event is more than 90 days from the date of payment.
- Payments for all reservations made less than 90 days from the date of reservation must be paid in full at the time of reservation. Balance of payments for private leagues and tournaments are due 45 days prior to the start date of the league/tournament. Unpaid balances will result in cancellation of the reservation.

**Game Schedule:**

- Client is responsible for providing updated game schedules and/or participant registration information as requested by the City. **Schedule changes will not be made with less than 48 hours notice. Weekend reservations must be requested at least 1 week (7 days) in advance for staffing purposes.**

**Field Closure:**

- The City reserves the right to close any field due to field conditions. Organizations failing to honor any field closures are subject to fines (established to cover the cost of repairs) and/or revoking their field permits. It is the responsibility of the field user(s) to know the status of any given field to maintain safe and playable field conditions. The fields may not be used and activities must be cancelled when any of the following conditions exists:
  - Water standing on the infields of ball fields or goal mouths/midfield of multipurpose fields
  - Where grass is sparse or field is worn badly and ground is saturated
  - Turf can be displaced or dislodged from the ground
  - Mud cakes or clings to shoes
  - Steady rain is falling
  - Dirt (infield) areas are muddy
- Parks staff will make final determination on field playability. City of Rifle facilities, sports fields, and parks are subject to temporary closure for maintenance.



**Cancellations and Refunds:**

- Field rental fees, staffing fees and field preparation fees will be refunded according to the following schedule:

- Cancellation 45 days or more prior to event: 100% refunded

- Cancellation 30-44 days or more prior to event: 50% refunded

- Cancellation less than 30 days prior to event: 0% refunded.

- It is the responsibility of the Client to determine accurately the number of fields and hours of usage. Unused fields or games/practices ending early will not be refunded.

- Rifle Parks and Recreation reserves the right to close fields/cancel reservations due to safety or weather issues. Field closures due to safety and weather issues will be refunded in full.