



Eric Brendlinger – Parks & Recreation Director  
 Jessi Rochel – Community Center and Recreation Programs Manager  
 Margaret Donnelly – Recreation Coordinator: Aquatics and Wellness  
 Jamie Wall – Recreation Coordinator: Facility & Special Events  
 Will Tempest – Recreation Coordinator: Youth & Adult Athletics  
 Town of Carbondale Recreation & Community Center  
 567 Colorado Ave., Carbondale CO 81623  
 Phone (970) 510-1290

**CARBONDALE PARKS AND RECREATION**

**TOWN FIELD, TENNIS COURT, BIKE & SKATE PARK, AND ICE RINK RENTAL PERMIT**

(For private reservations and rentals of athletic fields, tennis courts, bike park pavilion, skate park pavilion, ice rink, and equipment)

**Renter’s Contact Information**

Name: \_\_\_\_\_ Email : \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone (Home): \_\_\_\_\_ (work): \_\_\_\_\_ (cell): \_\_\_\_\_

**Athletic Fields and Equipment Requested**

Facility Name: \_\_\_\_\_ # Participants: \_\_\_\_\_  
 Dates & Times: \_\_\_\_\_  
 Equipment or Other Facilities Needed: \_\_\_\_\_

**Insurance (if required) naming Town of Carbondale as an “Additional Insured” on a Certificate of Insurance**

Required \_\_\_\_\_ Not Required \_\_\_\_\_  
 Liability amount: 1,000,000 per occurrence \$2,000,000 annual aggregate & property damage amount: \$50,000  
 Company: \_\_\_\_\_ Policy #: \_\_\_\_\_

**Permit is governed by the following conditions:**

1. Permit valid for date(s), restricted to facility, and number of participants as indicated on permit.
2. Area and facility must be left clean. Any damage incurred is the responsibility of the permit holder.
3. Town of Carbondale ordinances that pertain to rules and regulations that govern the use of all parks, playgrounds, recreational areas and facilities shall be adhered to. Immediate termination of the event and removal from the premises may occur by an authorized representative of the Town if in violation of these rules and regulations.
4. Obnoxious behavior or excessive noise will not be permitted.
5. Permit holder must retain permit and make available upon request by park or police official.
6. Open containers of alcoholic beverages are prohibited in all parks, unless a permit has been issued which allows for the consumption of alcoholic beverages on the premises for which the permit has been issued. Permits are available from Carbondale Town Hall and must be posted at the facility rental site. Cost is \$\_\_\_\_. Permits may be issued for park premises that include picnic shelters or spectator bleacher areas outside the athletic facility field of play. Open containers of alcoholic beverages are not allowed within the athletic facility field of play, including ball field dugouts.
7. Permit holder may be required to obtain and show proof of insurance naming Town of Carbondale as an “Additional Insured.”

I have read the Town of Carbondale ordinances that pertain to the use of the Parks and Recreation Facilities and the above special conditions, and agree to abide by them.

PERMITTEE specifically, by executing this Permit, agrees to indemnify the Town of Carbondale for any and all damage to any equipment, facility or public park, whichever is applicable, by any person or persons participating or attending the event or program.

PERMITTEE further agrees to assume any and all liability for damages to any person or persons for injuries, including death. As a further condition of this Permit, PERMITTEE agrees to provide liability insurance in the amount above and property damage insurance in the amount listed above, said insurance naming the Town of Carbondale as an “Additional Insured.”

SIGNED: \_\_\_\_\_ APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
 Applicant for Permit Parks & Recreation Director or Recreation Center Manager



## ATHLETIC FIELD, TENNIS COURT, PARK, AND ICE RINK RENTAL FEES

1. General Rental (Required)	Non-Profit/ Local	Profit/ Non-Local
Athletic Fields, Tennis Courts, Bike Park & Skate Park		
Per Hour Fee	\$20	\$25
Per Full Day	\$150	\$175
**Season per head Fee (Club Reg.)	\$5	\$10
Ice Rink (Gus Darien Ice Arena)		
Half Rink Per Hour	\$20	\$25
Full Rink Per Hour	\$40	\$50

### 2. Additional Fees

Lights per hour	\$10/hr	\$15/hr
Staff Fees (Tents, Tables, Stage Setup, etc.)	\$20/ hr	\$25/ hr
Field Prep Fees (Gator Drag and Line)	\$25/hr	\$30/hr
Equipment*: _____	_____	_____

(\*Ice Skates-\$3/pair; Ice Hockey or Broomball Equipment \$2/item)

\*\*Clubs are to provide Carbondale Parks & Recreation a full schedule of games, practice times and field usage prior to any practice commencing. Any additional games scheduled will result in rental fees.

### 3. Scheduled Use –Priority use is given to the following organizations:

- |   |  |
|---|--|
| <p>1. Town of Carbondale Programs &amp; Activities</p> <p>2. Intergovernmental Agreement Use</p> <p>3. Carbondale Youth Club Sports</p> | <p>4. Carbondale Residents Groups</p> <p>5. Area Youth Sports Groups</p> <p>6. Adult Groups Non-profit</p> |
|---|--|

4. **Cancellation Policy** – If the event is cancelled seven days (7) or more prior to the event, a full refund will be issued. If the event is cancelled less than seven (7) days prior to the event, 50% of the total rental fees will be charged & will be deducted by the Town to cover the cost of handling and potential revenue loss from another rental. If the event is cancelled less than 24 hours before the event, **all rental fees will be charged**. Rental refunds, if any, will be mailed within twenty (20) days after use.

5. **Field Closure** – The Town of Carbondale reserves the right to close any field due to poor field conditions. Groups, organizations or individuals failing to honor any field closure are subject to a revoking of their Field Permit and removal from the premises. Any closures mandated by the Town will result in a full refund of your rental fee.

*It is the responsibility of the field user(s) to know the status of any given field. For field closure information, please call the CRCC at (970) 510-1290. Fields may be considered open for play unless otherwise indicated by the CRCC.*

*For Office Use Only*                      (make check payable to Town of Carbondale)

<u>FACILITY/SERVICE REQUESTED</u>	<u>Name/Cost</u>	<u>Total</u>
Facility Rental		
Lights	hrs x \$ _____ (rate) = \$ _____	
Staff Fees (tents, tables, stage, etc.)	hrs x \$ _____ (rate) = \$ _____	
Field Prep Fees	hrs x \$ _____ (rate) = \$ _____	
Equipment Rental		
Other		

**Total Amount Due:** \_\_\_\_\_