	City of Maricopa COMMUNITY SERVICES POLICY	Effective Date: 3/06/12
		Policy Number: PRL 12-03
		Prior Revision Date: N/A
Stage Rental Policy		

Purpose

The Community Services Department has created a policy to allow rental of the City's mobile stage to the public.

Scope

This policy covers the mobile stage purchased by the City of Maricopa.


The performance dimensions of the stage are 20 feet x 16 feet and is accessed from the side via stairs and by a 12-foot loading ramp. It is equipped to provide a raised 44-inch canopy with 12-foot 6-inches in the front and 9-foot 6-inches in the back maximum height (floor to canopy). It also features an optional canopy cover, stage extensions and rail guards.

Policy


The rental of the mobile stage is available through the following established procedures:

Procedure

1. The Community Services Department schedules the use of the portable stage. In the event of schedule conflicts, the City of Maricopa events and use of the mobile stage have priority over any and all other events.
2. To reserve the portable stage, users must complete a Stage Rental Application and submit it to the Community Services Department.
3. All rental applications shall be made at least 60 days prior to the event.
4. Once the rental application is approved and the appropriate rental fees have been paid by the user, a Stage Reservation Permit will be issued.
5. In addition to rental fees, a refundable damage and security deposit in the amount of \$500 is required.
6. Proof of liability insurance in the amount of \$1,000,000 naming the City as additionally insured is also required.
7. Certificate of Insurance and security deposit must be received one week prior to the scheduled event. Failure to comply will result in cancellation of the reservation.
8. In the event the stage is leased two or more consecutive days in a row, the stage is to be locked overnight in a secured areas or the event promoter is required to provide overnight security.

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9. The maximum number of events per year by any one user or organization is limited to 12 times per year.
10. The cut-off time for tearing down the stage (i.e., equipment pick up time) at the end of the event is 10 p.m.
11. Due to the overall length (approximately 50-feet) and height (approximately 14-feet) of the mobile stage and truck, careful consideration must be given to the access route and location of the event.
12. The user shall observe all rules and guidelines.
13. The user is responsible to ensure that alcohol, tobacco, or narcotics and illegal drugs are not used and are not present on the stage.
14. The user is responsible for any and all damage which occurs to the stage during the rental period. No duct tape, masking tape, nails, screws, staples, paint or any other damaging material may be attached to the interior or exterior surface of the stage.
15. The stage should not be used in winds exceeding 30 mph or in severe weather warnings or storms.
16. The user must notify the Community Services Department staff a minimum of 48 hours in advance of any changes in time, place, etc. related to delivery and set-up of the stage.
17. Cancellation must be received by the Community Services Department in writing at least one week prior to the event for the renter to receive full refund. Failure to notify the Community Services Department one week prior to cancellation will result in forfeiture of damage and security deposit.
18. The damage and security deposit will be refunded after the event if the mobile stage is clean and in the same working condition as received by the user. The user will be assessed and be liable for all costs, even if they exceed the deposit, for extraordinary clean up required and/or for damages to the mobile stage.
19. City of Maricopa Community Services employees will be responsible for setting up the mobile stage, attaching the extension sections, stairs and ramp. After the event, the City staff will take down the stage and accessories. The user will be billed for any excess time caused by a delay in the agreed take down time and closing of the mobile stage.
20. The user is required to obtain any other necessary permits or licenses associated with their event.
21. The Community Services Department will evaluate these guidelines periodically and the rules and guidelines may be changed as deemed necessary by the department.

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Fee Schedule:

Stage Rental:	\$300 per day
Additional Staff:	\$35 per hour, per staff member
Refundable Damage and Security Deposit:	\$500 per event

Stage rental includes transport of the stage within a 5 mile radius, set-up and take down only. This does not include city staff remaining with the stage for the duration of the event. If city staff is required to stay the duration, an additional fee of \$35 per hour, per staff member will be charged. If stage rental is beyond a 5 mile radius, an additional mileage fee will be charged based upon the current mileage rate established by the Federal government.

Violations

Failure to follow these rules could result in a forfeiture of the security deposit and forfeiture of future use of the equipment.

Responsibilities

When all fees, deposits and proof of insurance have been received, a Stage Reservation Permit will be issued confirming approval of the request. The permit holder must be present during the rental and retain an approved permit during the rental period.

Policy Prepared by:




 Kristie Riester
 Community Services Director



 Date

Policy Approved by:



 Gregory E. Rose
 City Manager



 Date