

# 2024 Salida Special Events processes and procedures

New procedures for community organizers, staff, and Council





Organizer wants to hold an event

Go to the City website - Parks and Recreation - Special Events and Park Rentals

A screenshot of a web browser displaying the City of Salida website. The browser's address bar shows "cityofsalida.com/parksandrec". The website header includes the City of Salida logo, navigation links for "HOW DO I...", "CITY NEWS", and a search bar. A dark blue navigation bar contains links for "YOUR GOVERNMENT", "I'M A LOCAL", "PARKS &amp; RECREATION", "THINGS TO DO", and "DOING BUSINESS". Below this, a white sidebar lists "Parks and Recreation" with sub-links: "Hot Springs Aquatic Center", "Recreation", "Parks, Trails &amp; Open Space", "Special Projects", "Special Events &amp; Park or Facility Rentals", "Recreation Scholarships", and "Monthly Parks &amp; Recreation Newsletter". The main content area features a "RECREATION" section with a red circle highlighting "SPECIAL EVENTS &amp; PARK RENTALS". Below this is a "Parks and Recreation" section with a paragraph of text and a photo of a playground. At the bottom, there is a paragraph about individual scholarships and a photo of an aquatic center. The Windows taskbar at the bottom shows the search bar, taskbar icons, and system tray with the date "2/26/2024" and time "11:09 AM".



Click - "Click here to rent a park or hold an event"

The screenshot shows a web browser window displaying the City of Salida website. The address bar shows the URL: [cityofsalida.com/parksrec/page/salida-special-events-and-park-or-facility-rentals](http://cityofsalida.com/parksrec/page/salida-special-events-and-park-or-facility-rentals). The page features a teal navigation menu on the left with the following items: Parks, Trails & Open Space; Special Projects; Special Events & Park or Facility Rentals; Special event and Park Rental applications (highlighted with a red circle); Recreation Scholarships; and Monthly Parks & Recreation Newsletter. Below the menu are social media icons for Facebook and Instagram. The main content area has a header image of people at an event, followed by the title "Salida Special Events and Park or Facility Rentals". The text below the title describes local events and provides a link to "How to rent a park or hold an event" page, which is also highlighted with a red circle. The page also includes a section for "Annual Salida Events" with details about the FIBArk Whitewater Festival. At the bottom left, there is a "CONTACT INFORMATION" section with the address: Salida Hot Springs Aquatic Center, 410 W. Rainbow Blvd, Salida, CO 81201, Phone: 719-539-6738, and Email: [hotsprings@cityofsalida.com](mailto:hotsprings@cityofsalida.com). The Windows taskbar at the bottom shows the search bar, task icons, and system tray with the date 2/26/2024 and time 11:11 AM.



## Park Rental and Special Events application form

A screenshot of a web browser displaying a form titled "Park Rental & Special Event Application 2024". The browser's address bar shows a URL from forms.office.com. The form has a blue header with the title and a message: "Thank you for your interest in renting one of Salida's beautiful Parks! Please fill out this form with as much detail as possible. The Parks & Recreation Team will be in touch in the next 3-5 business days with more information and the next steps in the park rental application process. For immediate assistance, please email parksandrec@cityofsalida.com. We look forward to working with you!". Below the header are three required fields: "1. Contact Name \*", "2. Email \*", and "3. Phone Number \*", each with a text input box containing the placeholder "Enter your answer". The browser's taskbar at the bottom shows the Windows search bar, several application icons, and the system tray with the date 2/28/2024 and time 11:43 AM.

[Application link](#)



## 17 step application, review, and approval process

Organizer	Special event coordinator	Clerk	P&R admin	Parks Staff	PW staff	Public safety staff	County Public health	City Administrator	State liquor board	City Council
Organizer (EO) Special Events in										
	2. Staff Special Event Coordinator (SSEC) reviews application									
	3. SSEC contacts EO, provides follow up instructions for required applications, park fees, service requests									
Completes and submits applications to SECC										
	5. SECC creates invoice for park deposit and fees using Smart Rec/Amilia software									
	6. SECC processes or forwards applications to appropriate department (Sound permit, Street Closure, Liquor permits to Deputy Clerk's (DC) Office							6a. Sound permit - City Administrator		
	6b. Food permits to County Public Health Department						6bi. PH confirms food license, safe practices			
Pay all fees to appropriate entities	7a. Multi vendor, liquor fee to Clerk's office		7c. Park deposit and fees to Parks & Rec Amilia/SmartRec				7b. Food vendor fee to County Public Health			
	8. SECC reserves date in calendar, notes service requests									
	9. SECC follows up with EO regarding outstanding applications									
	10. SECC schedules EO for Special Event Meeting Committee presentation									
Attends Special Event	11. Attends Special Event Meeting	11. Attends Special Event Meeting	11. Attends Special Event Meeting	11. Attends Special Event Meeting	11. Attends Special Event Meeting	11. Attends Special Event Meeting	11. Attends Special Event Meeting	11. Attends Special Event Meeting		
	11a. SECC confirms Parks services, additional support needed 11b. SECC identifies items for Council approval such as permits or special resolutions									
	12. SECC communicates date of consent agenda to EO									
		13. Clerk runs Council meeting with event approvals								13. Event presented in the Consent Agenda - Cover sheet.



# 2024 Special Events Consent Agenda Cover Sheet



## SPECIAL EVENT MEMO

SPECIAL EVENT	PRESENTED BY Parks & Recreation	DATE
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**ITEM:**

Consent Agenda  
Council Action – Approve the Consent agenda.

Event Date(s):

Location:

Event Mission Statement:

**Check all that apply:**

- Amplified Sound
- Liquor License
- Vendor(s)
- Street Closure
- Code Violation

**Department Approvals**

**Parks & Recreation**

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Public Works**

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Arts & Culture**

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Police**

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Fire**

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Chaffee County Public Health**

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Administration**

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**City Clerk**

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

