

## RECREATION AND PARKS DIRECTIVE # 34

**TITLE:** STAGE USE POLICY

**PURPOSE:** To implement a charge and standard procedure for use of the Recreation and Parks stages.

**BACKGROUND:** With increasing demands for use and increasing overtime costs, it has become necessary to place a charge on the use of stages. Every effort has been made to enhance the efforts of Community Recreation and Parks Councils by minimizing their costs. The stage rental fee for Councils may be waived, however, they may be required to pay the overtime cost. Every effort will be made to keep these charges to a minimum.

**ACTION:**

- A. Priority use of Stages will be:
  - 1. Baltimore County Government and Department sponsored activities.
  - 2. Recreation and Parks Council sponsored activities.
  - 3. Baltimore County Public Schools and College activities.
  - 4. Events of Non-Profit, community organizations or religious organizations.
- B. Stage requests will be accepted only for 1 and 2 above from January 2nd through March 15<sup>th</sup>. Requests from 1 and 2 above will be processed and assigned use based on a combination of date received, activity and past honored requests.
- C. After March 15<sup>th</sup>, requests will be accepted on a first come, first served basis from all groups. Representatives from 3 and 4 above must submit the request in person at 105 W. Chesapeake Avenue, Suite 302, Towson, Maryland 21204.

- D. Staff, when submitting stage requests, are expected to evaluate each request individually to determine which stage is needed. Whenever possible, the small stage should be used. Staff will only submit requests for Recreation Council programs. For the purpose of this directive, affiliate organizations are priority 4.
- E. Baltimore County Agency representatives will only submit requests for events that their agency sponsor. Overtime charges will apply.
- F. Small stages A, B, C and D are each assigned to a maintenance shop and will serve a designated region. Efforts will be made to schedule the use of area stages in the designated program area.
- G. In order to avoid overtime costs, every effort should be made to enable the stage to be delivered and returned during normal working hours. User groups must provide security and assume liability for damages to the stage.
- H. Rental and staffing costs are listed on page 2 of the "Permit for Stages" form.
- I. Requesting organizations shall receive executed copies of permits.

Revised 2/24/10

Originated 9/1/84

**BALTIMORE COUNTY**  
**DEPARTMENT OF RECREATION AND PARKS**  
**PERMIT FOR AREA STAGES**

Please complete form and return to Department of Recreation & Parks, 105 W. Chesapeake Ave., Towson Md. 21204.  
For stage availability call (410) 887-5599 Fax – (410) 825-3305. **Assignment of stages are subject to change.**

**\*\*\*\*\*The County reserves the right to cancel this permit with 60 days notice\*\*\*\*\***

NAME OF ORGANIZATION \_\_\_\_\_ DATE \_\_\_\_\_

Phone (Home) \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ Phone (Work) \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_

FOR WHAT ACTIVITY \_\_\_\_\_

EXACT LOCATION \_\_\_\_\_

DATE NEEDED \_\_\_\_\_ ARRIVAL TIME \_\_\_\_\_

PERFORMANCE TIME \_\_\_\_\_ UNTIL \_\_\_\_\_

EQUIPMENT NEEDED: Please mark all equipment and accessories that are being requested.

{ } **Wenger Showmobile**      { } **Showmobile With Expandable Stage**

{ } **Stage A**      { } **Stage B**      { } **Stage C**      { } **Stage D**

SIGNATURE OF SPONSOR \_\_\_\_\_ TITLE \_\_\_\_\_

SPECIAL INSTRUCTIONS \_\_\_\_\_

**OFFICE USE**

Date Received \_\_\_\_\_

Date Approved \_\_\_\_\_ Date Rejected \_\_\_\_\_ Comments \_\_\_\_\_

Rental Fee: \$ \_\_\_\_\_

Estimated Labor\* \$ \_\_\_\_\_ per hour x \_\_\_\_\_ hours

Total Cost \$ \_\_\_\_\_

Stage Coordinator \_\_\_\_\_

\*The actual fee for the showmobile may vary depending on actual use, set-up time, etc. Sponsor agrees to pay the actual cost as determined by Recreation and Parks

## **INFORMATION FOR USE OF AREA MOBILE STAGES**

The Wenger Showmobile is 28' wide and 14'6" deep. It is a self-contained unit with lights and can be plugged into a regular 110 volt outlet, however, we do not supply the power source. The Wenger Showmobile with extensions opens to a depth of 22'6".

Stages A, B, C, & D are 16' wide and 8' deep with outlets that can be plugged into a regular 110 volt outlet. We do not supply the power source.

### **ELIGIBILITY**

Determined according to the following priority:

1. Baltimore County Government and Department sponsored activities.
2. Baltimore County Recreation and Parks Council events.
3. Baltimore County Public Schools and College events.
4. Events of Non-Profit, community organizations or religious organizations.

### **PRICE SCHEDULE FOR MOBILE STAGES**

Wenger Showmobile	\$275.00
Wenger Showmobile with Expandable staging	\$450.00
Stages A, B, C, or D	\$175.00

\$30.00 an hour for each employee needed to work overtime will be added to the above stage cost. The overtime charge will apply to all activities/events.

All checks are to be made payable to: **BALTIMORE COUNTY, MD.**

Requests from the first two categories under eligibility may submit requests beginning January 2<sup>nd</sup> through March 15<sup>th</sup> of the calendar year of the event. After March 15<sup>th</sup>, requests will be accepted on a first come, first served basis from all requests. Any request received less than 30 days notice will be charged a late request fee of \$25.00. No request will be accepted after 12 noon on Wednesday for that weekend.

### **RESPONSIBILITY**

The organization or council that requested use of the stage may be held financially responsible for the care and use of the stage including security when stage is on site during non-event hours. **DO NOT USE NAILS, SCREWS, STAPLES, OR TAPE.**

I have read and agree to the terms above.

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Signature and Title of Representative