

Cass County Community Foundation Mobile Stage Rental Policies, Procedures & Application

Effective 02/21/2017



The Community Mobile Stage was funded through the generosity of the Cass County Community Foundation. In celebration of their 20th Anniversary, the Community Foundation awarded a \$155,000 grant to the partner organizations who collaborated on this project: Cass County Arts Alliance, Cass County 4-H Club Association, Logan's Landing, and the Logansport Parks Department.

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Fees

Non-Profit Organizations

(must provide proof at time of rental):

Mobile Stage Rental: \$250.00 refundable deposit with
separate check +
\$500.00/day which includes transportation & setup.

Stage Supervisor Rate:

For Profit Organizations

(event must be open to the public):

Mobile Stage Rental: \$250.00 refundable deposit with
separate check + \$1000.00/day which includes
transportation & setup.

Stage Supervisor Rate:

Frequently Asked Questions

- 1. How do I check availability?** *The stage's calendar is maintained at the Logansport Parks Department at 574-753-6969 or admin@loganparks.comcastbiz.net.*

- 2. What are the site location requirements?**
 - a. Event must be located inside Cass County, Indiana;*
 - b. Easy access for truck/trailer in & out;*
 - c. Surface: level asphalt surface preferable; otherwise, solid, level ground;*
 - d. Stage is 53' long, 14' wide, & 18' high. The required size of Area to place the stage needs to be: 80' long, 40' wide, 30' high;*
 - e. 30' Overhead clearance of streetlamps, wires, trees etc.;*
 - f. Electricity requirements: 50 amp service.*

- 3. What kind of insurance is required of the renting organization?** *The renting party shall provide the Cass County 4-H Club Association and the Cass County Community Stage Team with a certificate of insurance evidencing general liability insurance in the amount of \$1 million per occurrence and \$2 million aggregate. The policy shall name the Cass County 4-H Club Association and the Cass County Community Stage Team and the renter as insured parties, and the renter shall provide Cass County Community Stage Team with a certificate of insurance prior to the commencement of operations under the contract. See Policy # 15 for full details.*

- 4. Do I have to use the banners that come with the stage?** *Yes, unless you have ordered your own to display.*

- 5. If I want to use my own organization's banners, what specifications should I use when ordering them, and who should I order them from?** *We recommend ordering outdoor durable 10 oz mesh vinyl banners that are wind resistant. The finished banner is 70" wide x 158" long. There is a sewn gusset at the top and bottom so they slide on the 2" poles. You may order from a local banner company, or from www.centuryindustries.com, Phone # 812-246-3371. If you use your own banners, you need to have them ready to go when the stage is set up.*

- 6. Do I have to provide my own sound system?** *No. Sound equipment is included with the stage. If your musical group does not wish to utilize the stage's sound equipment, you will still probably want to have it set up so that your emcee has something separate to work with.*

- 7. What kind of cleaning of the stage is required to receive the full deposit refund?** *The stage floor and stairs should be swept of all debris. In the event that the stage curtains are wet from the weather, notify the Parks office, and don't pack them away.*

- 8. Who is allowed to rent the stage?** *The mobile stage will be made available for rent by community, business or private organizations for concerts, theatre, sporting and other special events. The mobile stage is not available for personal, political, or controversial activities. Cass County Community Stage Team reserves the right to refuse any rental application. All renters must have an approved application form to rent the stage. A copy of the application form is included in this packet.*
- 9. Who is the Stage Supervisor and what are his/her responsibilities?** *The Stage Supervisor is someone who has completed the appropriate technical training, and has complete knowledge of the operations, and emergency procedures of all aspects of the mobile stage and its equipment. It will be the responsibility of the Stage Supervisor to direct your volunteers in the use of the stage equipment, monitor inclement weather, close the stage in the event winds become too high, open the stage following weather incident if weather has improved, and finally, secure the stage following your event, in preparation for its transportation to storage site.*

Policies

1. This policy is only valid for a single day rental of the equipment. Multi-day rentals will be negotiable on a case by case basis. For multi-day events, the Cass County Community Stage Team may request the use of an approved security officer(s). The cost of the security officer(s) will be assumed by the renter/group.
2. The mobile stage will be made available for rent by community, business or private organizations for concerts, theatre, sporting and other special events. The mobile stage is not available for personal, political, or controversial activities. Cass County Community Stage Team reserves the right to refuse any rental application. All renters must have an approved application form to rent the stage. A copy of the application form is included in this packet.
3. All applications will be processed through Cass County Community Stage Team, and will be based on availability of: stage, transport staff and supervisory staff.
4. The mobile stage is only available for use within Cass County, IN. All stage set ups and locations must be approved, in advance, by the Cass County Community Stage Team. Please return the included application form along with the appropriate payment, at least sixty (60) days prior to your event.
5. The mobile stage will be transported, leveled and prepared for use by Cass County Community Stage Team operations personnel only and will not be moved once it is in place. The time of the mobile stage delivery will be arranged directly from the information provided on the application form. The cost for transport and setup is included in the overall cost of the stage.
6. A Cass County Community Stage Supervisor is required to remain on site during the event while the stage is in operation. You must use a trained Stage Supervisor, who has received technical training for use of the stage. A list of trained persons will be made available, and you will negotiate a separate fee for the Stage Supervisor's work with the person you hire.
7. It is required that the Stage Supervisor be given a copy of your event's Emergency Action Plans. The Stage Supervisor will monitor stage use as well as weather conditions and will have the authority to shut down the stage if conditions become adverse. At that time, the renter of the stage shall implement the Emergency Action Plan for the entire event. Examples of reasons to shut down the stage include, but are not limited to winds over 25 mph, lightning, or inappropriate use of the stage. If the stage is closed for reasons deemed necessary by the Stage Supervisor, a refund of rental fees will not be issued. At the discretion of the Stage Supervisor, the stage may be reopened when weather conditions improve.

8. All stage renters are required to pay a deposit of \$250.00 at the time the application is completed. The deposit is refundable provided damage has not occurred to the mobile stage or the included equipment during use.
9. All rental fees (See page 3) must be paid in full, no less than sixty (60) days prior to the date of the renter's scheduled use. If the full fee is not paid within sixty (60) days prior to use, Cass County Community Stage Team reserves the right to cancel the reservation.
10. If you must cancel your reservation of the stage, you must do so more than sixty (60) days prior to your scheduled event to receive a full refund. If you cancel with less than sixty (60) days of your event you have the option to reschedule your reservation within one year or lose your entire deposit.
11. Rental fees may be adjusted to reflect special staffing or equipment needs presented by the nature of the event and/or location.
12. Those reserving the stage are responsible for reserving the location where the stage is to be placed. Also, those reserving the stage agree to meet Cass County Community Stage Operations Personnel at the desired location to assure proper placement of the stage.
13. The renting party is in charge and responsible for the conduct of all persons in attendance during the use of the stage. The renter and/or his/her organization will be held financially liable for any resulting damages to the mobile stage and/or property. Any damage charges will be based on equipment replacement and administrative costs, and may exceed the amount of the damage deposit. Renters are strongly encouraged to inspect the mobile stage at the time of its delivery and communicate any concerns or information about pre-existing damage to the on-site facility supervisor at that time.
14. No furnishings shall be removed from the stage. Nothing may be fixed (temporary or permanent) to the stage in any way, without prior consent from Cass County Community Stage Team. No tape, glue or adhesive materials may be used on stage walls, floors, ceiling or any other part of the stage. Any failure to comply with this provision may result in loss of deposit and possible additional repair charges.
15. As required by the State of Indiana, an Emergency Action Plan(EAP) is required for all outdoor events. Your completed EAP must be submitted to the Community Stage Team with your certificate of insurance one week in advance of your event. A sample EAP is included in this packet of information. A digital sample is available on request.
16. **The renting party shall provide the Cass County Community Stage Team with a certificate of insurance no later than one week prior to the event.**

The certificate of insurance must provide evidence of general liability insurance in the amount of \$1 million per occurrence and \$2 million aggregate. The policy shall name the Cass County 4-H Club Association and the Cass County Community Stage Team and the renter as insured parties. The renter and its insurer shall notify Cass County Community Stage Team within ten (10) days of any insurance cancellation. The organization renting the mobile stage agrees to release, hold harmless and indemnify the Cass County 4-H Club Association and the Cass County Community Stage Team, and its officers, employees, agents and assigns from any and all claims that may arise as a result of the organization's use of the mobile stage. This includes, but is not limited to, claims for personal injury and property damage, whether such claims may be brought by the renting organization, or by any third party.

17. Cass County Community Stage Team employees may not use this property or facilities for personal gain.
18. All groups or organizations, regardless of affiliation with Cass County Community Stage Team, are required to adhere to the above policies.

**Cass County Community Foundation Stage
CHECKLIST OF INVENTORY**

Check #	of items	Inventory Item	location
OUTER ATTACHMENTS			
	1	Push Broom	center of stage/inside cabinet
	1	8' step ladder	
	4	Handrails	
	4	Clamps (for steps or ramp)	
	2	Aluminum steps	
	1	aluminum ramp, 3' x 12' long	
	2	CCCF mesh banners	
	4	Red straps w/ ratchet tie-down	
	2	stage curtains w/chain weights	

SOUND			
	1	Europower PWP6000 w/ cord	Front driver's side box below stage
	4	microphone w/ case	
	4	6' cord for microphone	
	4	20' cord for microphone	
	2	Speaker Cord	
	2	Guitar Cord	
	2	speaker	
	2	speaker stand	
	4	microphone stand	
		lavalier microphone	

LIGHTS			
	8	Spacers	Box #2
	1	Leprechan light control w/ box & cord	
	8	can light w/ cord & clamp	

POWER BOX			
	2	50' 50amp power cord	Passenge
		Extra microphone cord	

HYDRAULICS			
		Hydraulic Tank	Hydraulic Box #1
	2	battery	
		Control box	
		Pro Sport Charger	
		Motor	
		Big Wrench	

**Cass County Community Foundation Stage
CHECKLIST OF INVENTORY**

OUTER ATTACHMENTS



Handrails, aluminum steps & ladder w/ red straps.



Red straps w/ ratchet tie-down.



Stage curtains w/ chain weights



CCCF Mesh banners enclosed in long box



Clamps for steps/ramp

**Cass County Community Foundation Stage
CHECKLIST OF INVENTORY**

SOUND EQUIPMENT



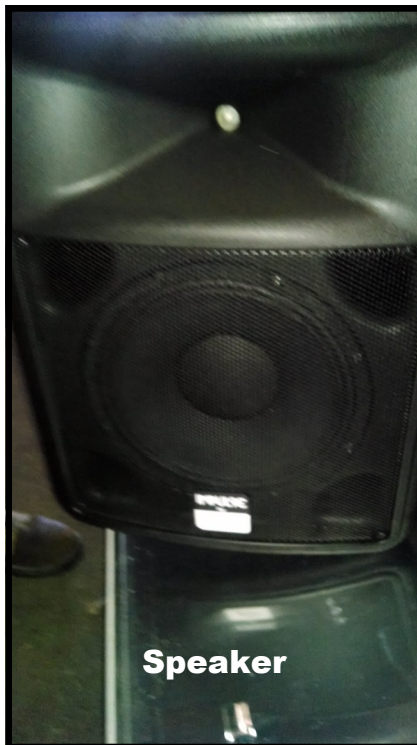
Microphone



**Microphone
Case**



Europower PWP6000 w/ Cord



Speaker



Speaker Cord

**Cass County Community Foundation Stage
CHECKLIST OF INVENTORY**

SOUND EQUIPMENT



**Cass County Community Foundation Stage
CHECKLIST OF INVENTORY**

LIGHTING EQUIPMENT



CASE FOR LIGHT CONTROL



LEPRECON LIGHT CONTROL



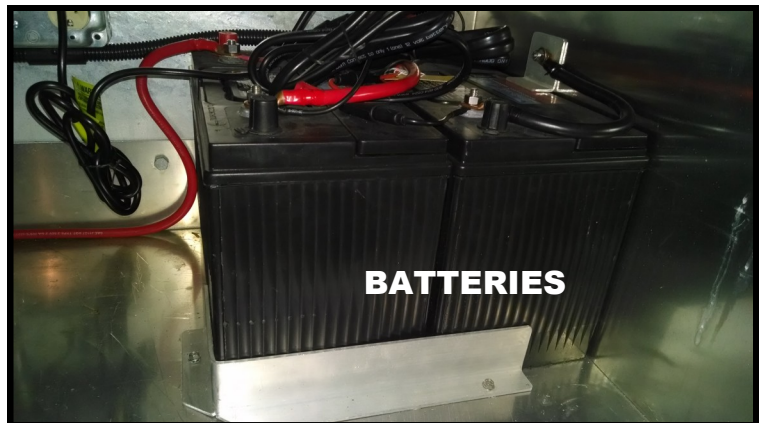
CAN LIGHT



CLAMP ATTACHED TO CAN LIGHT

**Cass County Community Foundation Stage
CHECKLIST OF INVENTORY**

HYDRAULIC EQUIPMENT



Rental Application of Cass County Community Foundation Mobile Stage

Please return this form (make a copy for your records) along with the appropriate payment, at least sixty days prior to your event to:

Marc Vendl, Parks Administrator
Logansport Parks and Recreation
1701 Dividend Dr.
Logansport, IN 46947

Phone #: 574-753-6969
Fax #: 574-992-8560

Date of Application: _____ Date Equipment Needed: _____
(Application must be received at least sixty days prior to request)

Name of Person Responsible for Equipment: _____

Title: _____

Address: _____

Phone: _____

Name of Organization: _____

Purpose of Event: _____

Anticipated Event Attendance: _____

Do you have your own banners to display? _____

Location Where Stage is Needed (state exact location of site, include map if possible). Location must be within Cass County. Cass County Community Stage Team must approve site in advance. The mobile stage can only be transported by Cass County Community Stage Operations personnel and will not be moved once in place. Please attach a diagram of the event location, specifically showing the location of the Mobile Stage.

Address of Event: _____
Directions to Event Location: _____

Time Equipment Must be Ready: _____

Time Equipment Must be Removed: _____

I accept responsibility for care of the Cass County Community Foundation Mobile Stage and agree to pay for any damages or loss. I also agree to assume responsibility for group adherence to regulations and policy as listed on the attached pages, and to provide insurance coverage as necessary. I will be responsible for reserving the location where the mobile stage is to be placed and will meet Cass County Community Stage Team/Operations Personnel to assure proper stage placement. I understand that once the mobile stage is in place, it will not be moved until the date mutually agreed upon by myself and the Cass County Community Stage Team. I also understand the mobile stage may only be moved by Cass County Community Stage Operations Personnel. I have read and agreed to the Rental Policies and Procedures.

Signature of Designated Representative

Date

FOR OFFICIAL USE ONLY

Date Application Received: _____
Deposit Total: _____
Rental Fee Total: _____

Documentation Receive _____
Certificate of Insurance _____ **Date:** _____
Emergency Action Plan _____ **Date:** _____

Stage Supervisor: _____
Phone #: _____

Anticipated hours: _____
Rate: _____/hr

Deposit Refunded: _____ **Date:** _____

Completion of Event Rental - Staff Initials _____

Emergency Action Plan (EAP)

GENERAL

The Cass County Community Mobile Stage is a 36 ft. mobile trailer that is used in multiple locations in Cass County as a stage for concerts and other performances. The Cass County Community Mobile Stage is also rented out to different groups for similar uses during the year. The following EAP WILL be utilized by anyone that has contracted the use of the Cass County Community Mobile Stage.

PURPOSE

- 1) This emergency action plan predetermines actions to take before and during the event surrounding the use of the Cass County Community Mobile Stage (hereinafter referred to as the Mobile Stage) in response to an emergency or otherwise hazardous condition. These actions will be taken by organizers, management, personnel, and attendees. These actions represent those required prior to the event in preparation for and those required during an emergency.
- 2) Flexibility must be exercised when implementing this plan because of the wide variety of potential hazards that exist for this event. These hazards include, but are not limited to, Fire, Medical Emergencies, Severe Weather, or situations where Law Enforcement is required.

ASSUMPTIONS

The possibility of an occurrence of an emergency is present at these events. The types of emergencies possible are various and could require the response of Fire & Rescue, Emergency Medical Services, and Police.

BASIC PLAN

1. EAP Event Representative

- a) The EAP event representative will be identified as the point of contact for all communications regarding the event. This person is identified as

_____.

2. Emergency Notification

- a. In the event of an emergency, notification of the emergency will be through the use of 911. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.
- b. We Will have on-site EMS. (911 will also be utilized)
- c. We Will have on-site Logansport Police &/or Cass County Police. (911 will also be utilized)

3. Severe Weather

- a. Weather forecasts and current conditions will be monitored through the National Weather Service's Weather Forecast Office web site at www.forecast.weather.gov.
- b. Before the event - If severe weather is predicted prior to the event and erection of the mobile stage, the EAP event representative will evaluate the conditions and determine if the Mobile Stage will be erected for use at the scheduled event. The EAP event representative or his/her designee will be identified as such and will be responsible to monitor the weather conditions before and during the event.
- c. During the event - If severe weather occurs during the event, the Mobile Stage EAP representative or his/her designee will make notification to the Event Host that the Mobile Stage will immediately be evacuated and closed as much as possible prior to severe weather arriving. The Mobile Stage EAP Representative shall also evacuate anyone and everyone from around the Mobile Stage to a minimum distance of 25 feet from the perimeter of the Mobile Stage platform. It shall be the duty of the Event representative to evacuate the participants to proper shelter.
- d. The Mobile Stage EAP will follow the 30-30 Rule for lightning. If lightning is observed and thunder is heard within 30 seconds, the Mobile Stage will be evacuated and inoperable until 30 minutes have passed since thunder was last heard.
- e. The Mobile Stage will be evacuated and canopy lowered as much as possible when the wind reaches 25 miles per hour. The Mobile Stage EAP Representative shall also evacuate everyone from around the Mobile Stage to a minimum distance of 25 feet from the perimeter of the Mobile Stage platform until it is deemed safe to return to the Mobile Stage by the EAP Representative.

4. Fire

- a. NO specific hazard has been identified as an increased risk of fire in utilizing the Mobile Stage.
- b. The EAP Representative will be instructed on the safe use of Portable Fire Extinguishers which are located on the Mobile Stage.
- c. Should an incident occur that requires the Fire Department, 911 will be utilized to request this resource. The caller should have the following information available to the 911 operator: nature of emergency, location, and contact person with callback number.

5. Medical Emergencies

- a. As with any outdoor event, there is potential for injury to the participants. The types of injuries are various and include those that are heat related as well as traumatic injuries.
- b. There are LIMITED provisions for on-site Emergency Medical Services at this event. A Basic First Aid Kit will be on site as well as Logansport Fire Department EMT's.
- c. Should an incident occur that requires Emergency Medical Services, 911 will be called to request this service. The caller will have the following information available to the 911 Operator: nature of emergency, precise location, and contact person with callback number.

6. Law Enforcement

- a. The need for constant Law Enforcement presence at this event ___Has___ been identified.
- b. Should an incident occur that requires Law Enforcement, 911 will be called to request this service. The caller will have the following information available to the 911 Operator: nature of emergency, precise location, and contact person with callback number.

7. Emergency Vehicle Access

- a. Access for Emergency Vehicles will be maintained at all times.
- b. Fire lanes and fire hydrants will not be obstructed.
- c. Participants and spectators will be directed to park in approved areas and

not to obstruct protective features, sidewalks or public throughways.

8. Contact Information(to be completed by the renter)

Primary Contact		
Secondary Contact		
Emergency		
Logansport Dispatch		

9. Event Area Map (attached next page)



SLESSER ENGINEERING, INC.

STRUCTURAL ENGINEERS

December 19, 2006

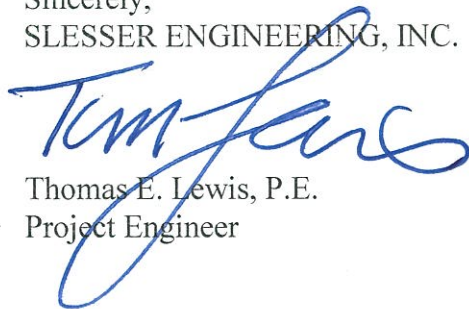
Century Industries, LLC
P.O. Box C
Sellersburg, IN 47172-0919

Subject: Showmaster & Platform Mobile Stages
Model Numbers: MSM2400, MSM2800, MSM3200, MSM3600,
MPP1624, MPP2424, MPP2432, & MPP2440

Dear Sirs:

This letter certifies that Slessor Engineering has analyzed the Century Industries Showmaster and Platform Mobile Stages (Model Numbers MSM2400, MSM2800, MSM3200, MSM3600, MPP1624, MPP2424, MPP2432, and MPP2440) in accordance with the requirements of the 2003 IBC International Building Code. Our analysis indicates that the mobile stages can safely support a stage floor live load of 125 PSF (pounds per square foot). Our analysis also indicates that the mobile stage will remain stable when exposed to a wind load of up to 46 MPH (miles per hour) before it begins to tip over.

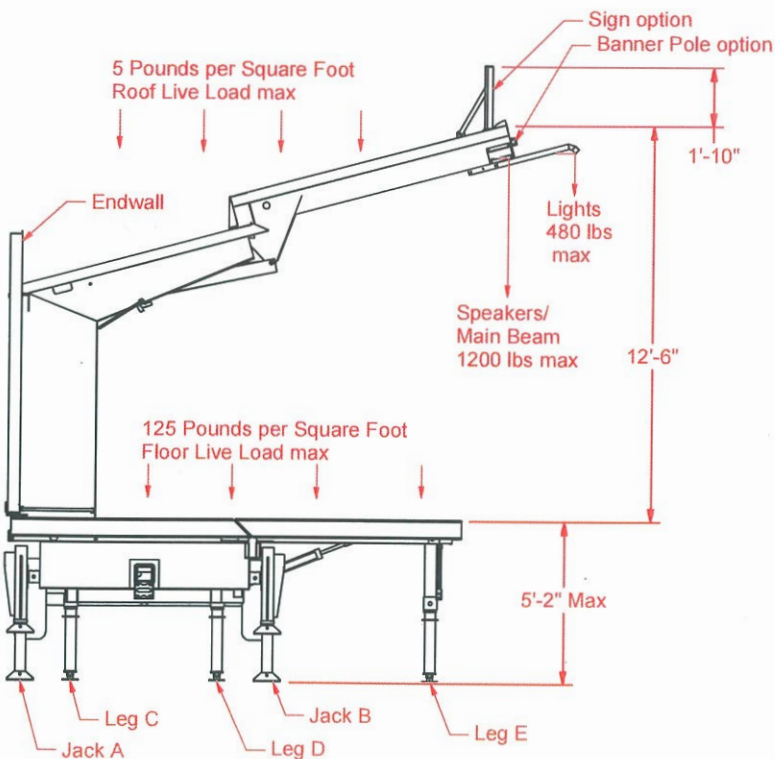
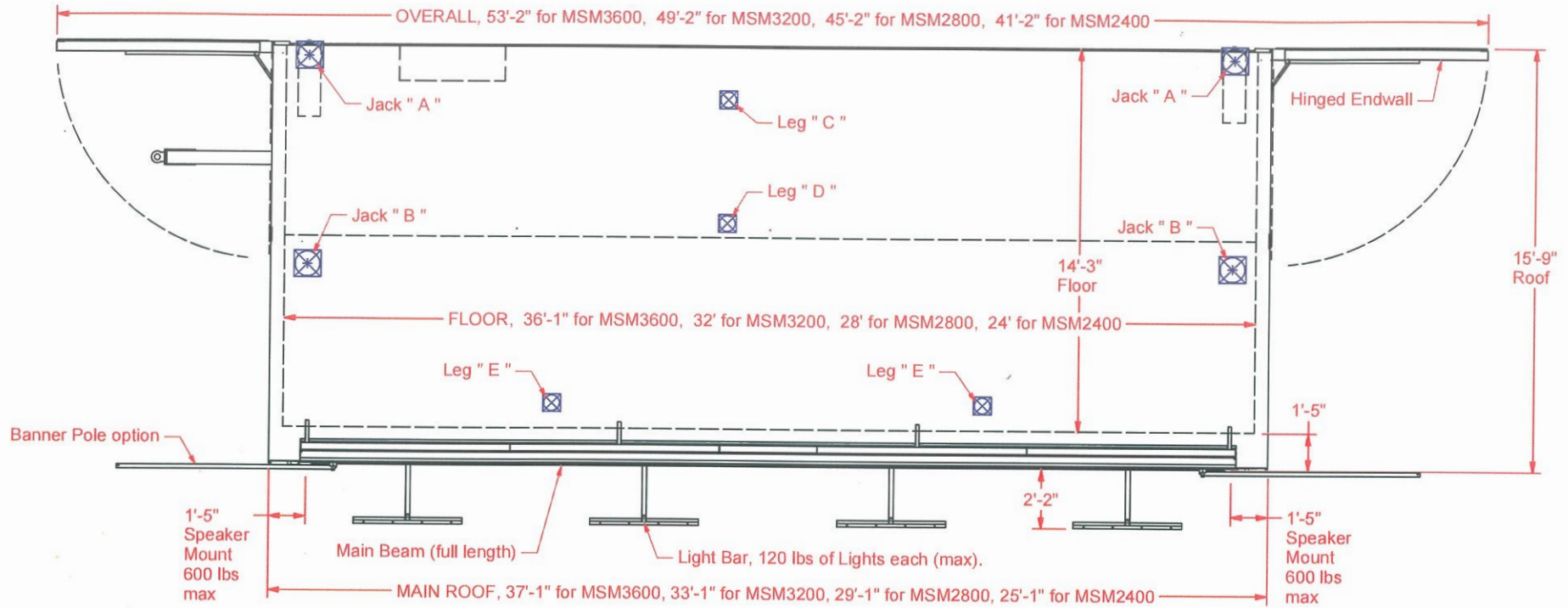
Sincerely,
SLESSER ENGINEERING, INC.



Thomas E. Lewis, P.E.
Project Engineer



Carl J. Slessor, P.E.
President



CENTURY INDUSTRIES, LLC
STAGE MODELS: MSM3600, 3200, 2800, 2400

Framing Plan: No additional framing needed.
 Lateral Bracing Plan: No lateral bracing needed
 Ground Anchorage: No anchoring required
 Seismic Load: Not evaluated.
 Main Beam Load = 1200 lbs max distributed load
 Speakers + Main Beam load = 1200 lbs max.

at 20 mph wind: Take Banners down.
 at 25 mph wind: Close Hinged Endwalls and secure in place.

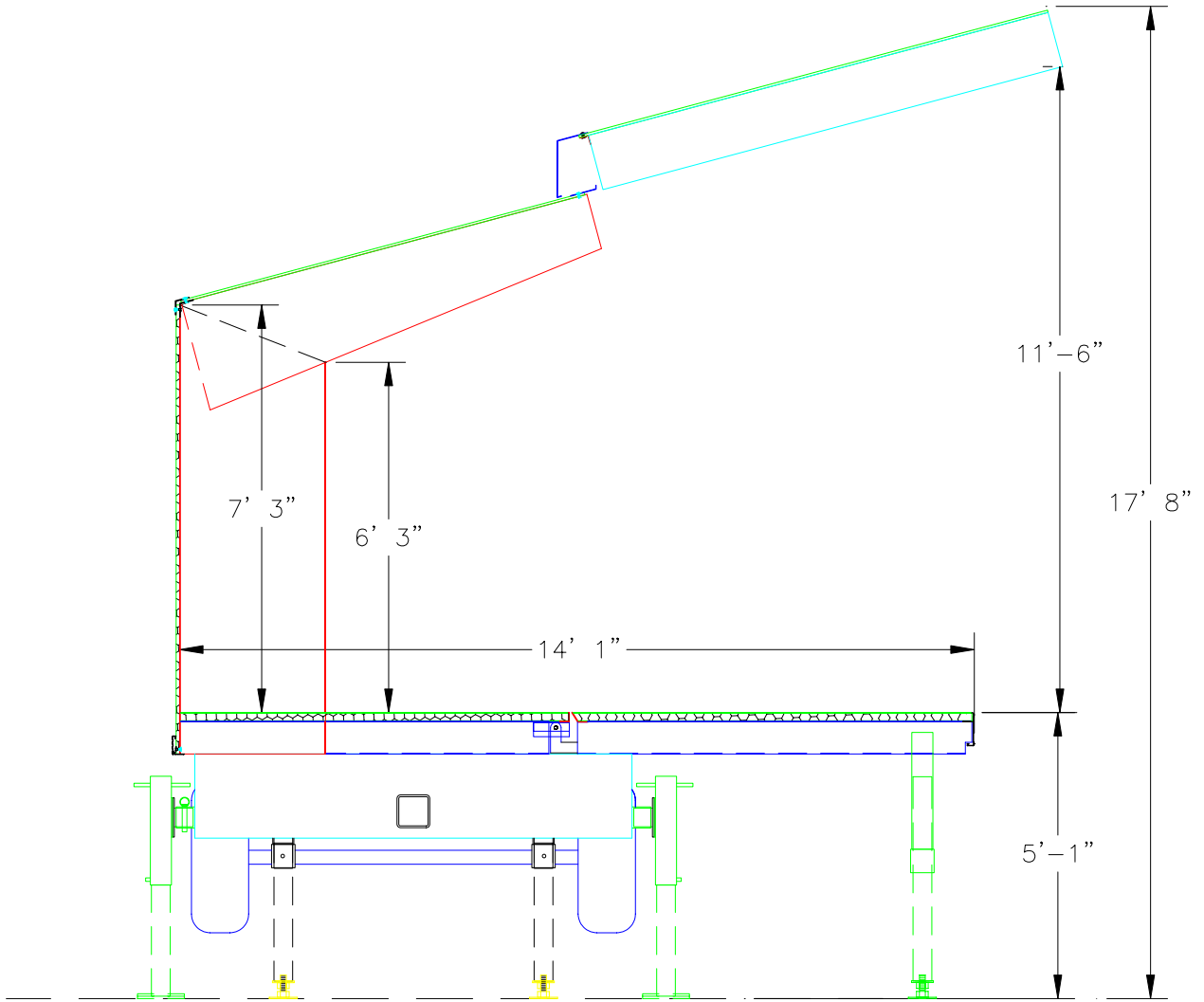
Wind Speeds for Overturning
 Use numbers for opening stage and after stage is set-up.
 Lower canopy at the following wind speeds:

Temporary Stage Standard (ANSI E1.21-2006 and PLASA):
 42 mph. With Sign, Lights, Speakers, and Roof Live Load
 56 mph. With Lights and Roof Live Load, (No Sign, No Speakers)
 61 mph. Roof Live Load only (No Sign, No Lights, No Speakers)

Permanent Building Standard (IBC2009):
 32 mph. With Sign, Lights, Speakers, and Roof Live Load
 42 mph. With Lights and Roof Live Load, (No Sign, No Speakers)
 45 mph. Roof Live Load only (No Sign, No Lights, No Speakers)

Maximum Jack/Leg Loads (Use sill boards if ground is not adequate)	
Jack A	8600 lbs
Jack B	16200 lbs
Leg C	11200 lbs
Leg D	14300 lbs
Leg E	10500 lbs

Based fully loaded stage and 125 pounds per square foot floor live load.



MSM Side View