



**CITY OF DUBLIN
ADMINISTRATIVE ORDERS
OF THE CITY MANAGER**

ADMINISTRATIVE ORDER 5.12
TO: Director of Finance and Director of Community Relations
FROM: Jane S. Brautigam, City Manager
SUBJECT: Policy & Fee Schedule Governing the Rental of City Equipment for Special Events and Fees for Related City Services
DATE: January 7, 2003
Supersedes and Replaces Administrative Order dated 12/01/00

I. PURPOSE

The purpose of this Administrative Order, is to establish a fee schedule and a policy governing the rental of City special events equipment. Any questions or inquiries regarding this Administrative Order should be directed to the Department of Finance or the Division of Community Relations.

II. POLICY

In an effort to recover the costs of "wear and tear" on City equipment when rented for special events, other than those events listed in Ordinance 33-95, Section 5, the attached fee structure is hereby adopted. The list of equipment identified in the attached fee schedule is subject to change as items are purchased or retired and equipment inventories are updated.

It is the policy of the City that equipment may be rented by Dublin residents and special event organizers whose events take place in the City of Dublin. Non-residents or organizers whose events will be held outside the City of Dublin may also rent such equipment, however, such individuals or organizations must receive special approval from the City Manager and/or Director of Community Relations prior to rental of the City equipment. For the purpose of safety, and to preserve the integrity of City equipment, the City Manager and/or Director of Community Relations reserves the right to require anyone renting City equipment to pay the required fee for City employees to deliver and pick-up, set-up and tear-down the equipment being rented as well as accompany the equipment at all times. Special Event Organizers are responsible for obtaining any and all applicable building permits related to

movement, set-up or tear-down of rented equipment. A pre-rental and post-rental checklist will be completed by City Staff to verify the condition of the equipment before and after each use.

III. FEE SCHEDULE

The attached fee schedule applies to equipment rented from the City. The Division of Community Relations is responsible for verifying that equipment is returned in proper condition. If the rented equipment is returned damaged, the individual or organization shall be responsible for the cost of repair or replacement of the equipment, at current replacement cost. Any equipment returned late may incur an additional rental fee. The attached Equipment Rental Form shall be completed prior to the release of the equipment. Equipment rental fees, and any staff time necessary to execute equipment rental, will be invoiced by the City's Department of Finance, along with any other costs for City services, to the event organizer subsequent to the special event taking place.

When equipment is rented pursuant to Section II of this Administrative Order for events that are not sponsored or supported by the Division of Community Relations, the attached equipment Rental Form shall be completed prior to the release of the equipment, and all rental fees shall be collected prior to the equipment leaving the premises.

IV. FEE WAIVERS AND ADJUSTMENTS

Fee waivers and/or adjustments may be made at the discretion of the City Manager to a maximum of \$750 for equipment rental and staff time necessary to execute equipment rental.

For fee waivers or adjustments in excess of \$750 the City Manager may recommend waivers or fee adjustments to City Council pursuant to the provisions of Ordinance 33-95, Section 4.

Attachment

**DIVISION OF COMMUNITY RELATIONS
EQUIPMENT RENTAL FORM**

Equipment Requested	Quantity	Availability	*Cost
Mobile Stage (See Note 1)			\$750.00
4 ft. stage extension with legs			\$ 10.00
50 watt battery powered PA system			\$ 35.00
250 watt PA system with AC power			\$ 75.00

*Cost is the Rental Fee per day; does not include staff time to set-up/tear down, delivery/pick-up or accompaniment of equipment.

Note 1 – The Special Events Organizer is responsible for obtaining any and all applicable permits related to movement, set-up and tear-down of equipment.

Group/Event Organizers/Residents Requesting: _____

Contact Person: _____ Phone: _____

Dates Needed: _____ Pick-up Time: _____ Return Time: _____

Released By: _____ Date: _____

Returned By: _____ Date: _____

The user hereby acknowledges that the above referenced equipment is in good working order, except as specifically set forth on this form; and further assumes all responsibility to repair or replace the equipment, if lost or damaged, at current replacement cost. In addition, the user hereby releases and holds harmless the City of Dublin, it's officers, agents, and employees from any and all liability, including defense costs, arising out of the user's operation or use of any equipment rented by the user and further, at his/her own expense, agrees to indemnify the City for any expenses or costs the City incurs in defending itself in any litigation arising out of the operation or use of such equipment rented by the user. This list is subject to change as items are purchased or retired by the Division of Community Relations.

User's Signature: _____ Date: _____