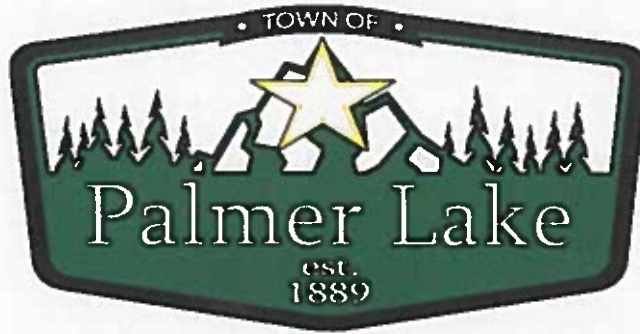




Town Board of Trustees Regular Meeting

Thursday, June 27, 6:00 PM

Palmer Lake Town Hall – 28 Valley Crescent, Palmer Lake, Colorado

AGENDA

This agenda is subject to revision

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Approval of the Agenda
5. Approval of minutes from June 13, 2019
6. Board comments, reports, meetings attended
7. **Unscheduled Public Comments**-*Reserved for members of the public to make a presentation to the Board on items or issues that are not scheduled on the agenda. As a general practice, the Board will not discuss/debate these items, nor will the Board make any decisions on items presented during this time, rather will refer the items to staff for follow up. Comments are limited to three (3) minutes per speaker*

Special Event Permit

8. Type of event: Update- Fourth of July Fireworks, applicant Jennifer Coopman
9. Type of event: Update-Tryathalon, Name of event: Palmer Lake Tryathalon, event date: August 3rd, 2019 Applicant: April Fullman
10. Type of event: Cross Country Race, Name of event: LPMS Cross Country Race, event date September 4, 2019 Applicant: Bill Kissell
11. Type of event: Picnic and fishing day, Name of event: Wounded Warrior Gold Star family, event date: August 10, 2019 Applicant: Bill Miller
12. Type of event: Race, Name of event: Palmer Lake .5k Race, event date: October 2019 Applicant: Chris Cummins (V. Remington)

13. Unfinished Business

1. Fee Schedule
2. HR Manual
3. Recodification

14. Council Training

15. Manager update

16. Unscheduled Public Comments-*Reserved for members of the public to make a presentation to the Board on items or issues that are not scheduled on the agenda. As a general practice, the Board will not discuss/debate these items, nor will the Board make any decisions on items presented during this time, rather will refer the items to staff for follow up. Comments are limited to three (3) minutes per speaker.*

17. Executive Session

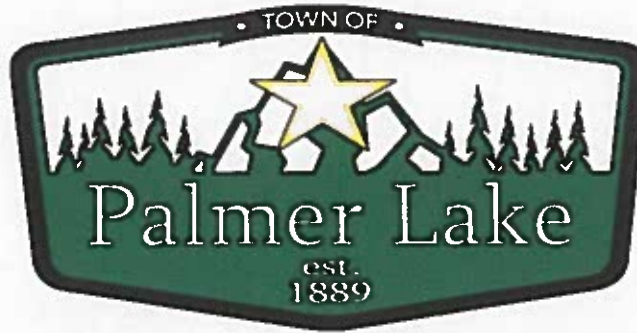
a) Executive session pursuant to CRS Section 24-6-402(4)(f) for a personnel matter and for which the employee has consented to the discussion in executive session.

b) Executive session pursuant to CRS 24-6-402(4)(e) to develop strategies and instruct negotiators on possible intergovernmental agreement.

18. Adjourn

Next Palmer Lake Town Board of Trustees Meeting will be held July 11, 2019

Please note: If you have a disability and need auxiliary aids or services, please notify the Town of Palmer Lake (719-481-2953) at least 48 hours in advance of when services are needed. The Town of Palmer Lake will make every effort to accommodate the needs of the public.



Record of Minutes

Town Board of Trustees Regular Meeting

Thursday, June 13, 6:00 PM

Palmer Lake Town Hall – 28 Valley Crescent, Palmer Lake, Colorado

AGENDA

This agenda is subject to revision

1. Call to order By Mayor John Cressman

Time: 6:03 PM

2. Pledge of Allegiance

3. Roll call

x	Mayor John Cressman
x	Mayor Pro Tem Mark Schuler
x	Trustee Paul Banta
x	Trustee Bob Mutu
x	Trustee Gary Faust
x	Trustee Glant Havenar
x	Trustee Patty Mettler

All Present

4. Approval of the Agenda as amended

Remove Item 13. Ordinance No. 3 of 2019 An Ordinance Approving the Minor Subdivision of 136 Starview Circle, Palmer Lake, Colorado- Applicant withdrew the application

Remove item 14. Discussion/Decision Regarding Donation of \$9198.00 From Duncan LLC.

Trustee Glant Havenar makes a motion to accept Agenda as amended, seconded by Trustee Gary Faust all Aye motion approved

5. Approval of minutes from May 23, 2019

Trustee Gary Faust makes a motion to approve Minutes from May 23, 2019, seconded by Trustee Glant Havenar all Aye motion approved

6. Board comments, reports, meetings attended

Trustee Glant Havenar mentions update on Community Garage sale

Trustee Gary Faust Thanks the Council for their vote of confidence for his voting seat at the PPARG council seat and his recent attendance

7. Unscheduled Public Comments-Reserved for members of the public to make a presentation to the Board on items or issues that are not scheduled on the agenda. As a general practice, the Board will not discuss/debate these items, nor will the Board make any decisions on items presented during this time, rather will refer the items to staff for follow up. Comments are limited to three (3) minutes per speaker

Resident Ed Kinney expressed his dissatisfaction with the lack of timely Ambulance service in town

Resident Reid Weiks mentioned the Parks Committee installation of the new playground equipment at Glen Park, and that July 27th would be the next chipping day

Resident Steven Beebe expressed concern over 316 Verano roads issue

Mr. Richard Willan expressed a desire to have the Town give them property since it is unusable and he maintains it now anyway

Resident Christie Ramshur is frustrated with the lack of maintenance at the parking lot entrance near Centennial Park

Special Event Permit

8. Type of event: Tryathlon, Name of event: Palmer Lake Tryathlon, event date: August 3rd, 2019

Applicant: April Fullman

Trustee Paul Banta makes a motion to Continue application until June 27th seconded by Trustee Gary Faust All aye motion approved to continue application until June 27th

9. Type of event: Cross Country Race, Name of event: LPMS Cross Country Race, event date:

September 4, 2019, Applicant: Bill Kissell

Trustee Glant Havenar made a motion to continue application review until June 27th meeting, seconded by Trustee Patty Mettler, All aye motion approved to continue application review until June 27th, 2019

Financials

10. Financials for the month of April 2019 (Motion to accept as presented)

Trustee Gary Faust makes a motion to approve financials for the month of April seconded by Trustee Patty Mettler All Aye motion approved

Guest Speaker

11. Fire Department Report - Caption of Palmer Lake Fire Department- Weston Oesterreich

Captain Weston Oesterreich presents the New Beginnings presentation

Multiple residents stood up in support the Fire Department

Resolutions

12. Resolution No. 12 of 2019 – A Resolution Adopting the Model Records Retention Schedule

and Adopting the Town of Palmer Lake Data Disposal, Safety, and Breach Policy

Trustee Glant Havenar makes a motion to adopt the Model Records Retention Schedule

and Adopt the Town of Palmer Lake Data Disposal, Safety, and Breach Policy seconded by Trustee Bob Mutu all aye motion approved

15. Unfinished Business

- 1. Fee Schedule- Pending**
- 2. Recodification-Pending**
- 3. HR Manual-Pending**

16. Staff Reports

- 1. Water Update**
- 2. Roads -Town Manager Valerie Remington requested Town Council to give direction on how they would like to her dispose of an asset.**

Trustee Paul Banta made a motion to sell the asset to the dealership, seconded by Trustee Glant Havenar all Aye motion approved
- 3. Police Update**
- 4. Fire Department Update**
- 5. Code Enforcement Update**
- 6. Parks Committee Update**
- 7. Manager Update**

17. Unscheduled Public Comments-*Reserved for members of the public to make a presentation to the Board on items or issues that are not scheduled on the agenda. As a general practice, the Board will not discuss/debate these items, nor will the Board make any decisions on items presented during this time, rather will refer the items to staff for follow up. Comments are limited to three (3) minutes per speaker.*

Resident Adams support the Fire Department

Resident Ed Kinney supports the Fire Department

Resident Bill McDonald supports the Fire Department

Resident Rich Kuehster supports the Fire Department

18. Executive Session pursuant to C.R.S 24.6.402 (4) (b) with the Town Attorney for legal advice on next steps related to ballot issues for fire service.

Roll call vote into executive session

x	Mayor John Cressman
x	Mayor Pro Tem Mark Schuler
x	Trustee Paul Banta
x	Trustee Bob Mutu
x	Trustee Gary Faust
x	Trustee Glant Havenar
x	Trustee Patty Mettler

All Aye motion approved

Time entered Executive session: 9:03 PM

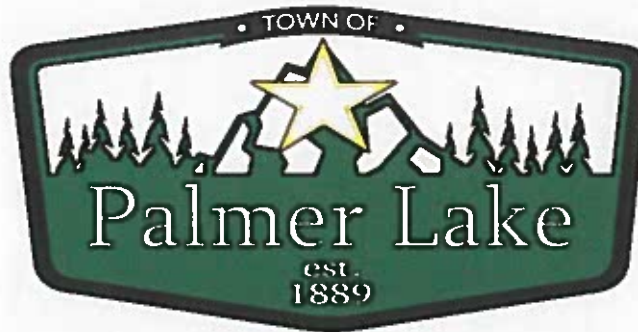
Time Adjourn from the Executive session: 9:58 PM

Time entered Regular Meeting: 9:59

19. Adjourn from Regular Meeting 10:00 PM

Mayor John Cressman

Town Clerk Verla Bruner



Board of Trustees Summary Sheet

Title	SPECIAL EVENT PERMIT
Action	Vote
Date	June 27.2019
EVENT NAME	Palmer Lake Fourth of July Fireworks
Event Date and time	July 4 th .2019 between 6pm and 10 PM
Applicant	Jennifer Coopman
Summary	Community event
Number of participants	100
Motion	Motion to Approve /Disapprove – Special event application for Palmer Lake Fourth of July fireworks

Town of Palmer Lake

Application for Special Events

May 23
Agenda

1

This application must be submitted to the Town Six Months Prior For Road Closure Events, 90 Days For All Other Events. If the application is incomplete, supplemental documents are missing, or additional information is required, application approval will be delayed.

Contact Information

Name of Applicant: Jennifer Coopman		If for an Organization – Letter of Authorization for Applicant's & Relation to Organization (President, Coordinator, etc....)	
Applicant Address: 17075 Mountain Lake Dr.		City: Monument Zip Code: CO 80132	
Applicant Phone Number: 719-464-5271		Applicant Email: jennifer.coopman@gmail.com	
Name of Organization: Palmer Lake Fireworks Committee		Type of Organization: 501c3	
Organization Address: PO Box 755		City: Palmer Lake Zip Code: CO 80133	
Individual responsible for the event: Jennifer Coopman			
Phone # of individual responsible for the event: 719-464-5271		Email of individual responsible for the event: jennifer.coopman@gmail.com	

Event Information: Attach necessary supporting documents – 501(c)(3), Insurance, etc.

Name/Type of Event: 7th of July Fireworks		Purpose of Event: bands, & fireworks	
Has this event taken place here before? yes			
If Yes, please list prior event year and date: 7/4/2016, 7/4/2017			
Date(s) of Event: 07/04/2019	Actual time of Event (Start & End Time): 6p-10p	Proposed Location of Event: Palmer Lake	
Date(s) and Time(s) for which permission is requested including setup and cleanup: 07/04/2019-8a-11p			
Estimated number of participants: 15	Estimated number of spectators: 5,000	Staging Area: Palmer Lake	

Attach a map depicting activity areas, any proposed routes, parking, restrooms, vendors, etc.:

Will there be animals or vehicles in the event? ☒ NO ☐ Yes – Specify type(s) and how many:		Will there be Emergency Medical Services Provided or Required? ☐ NO ☒ Yes – Specify type(s) AMR	
Will the event require reserved parking spaces? ☒ NO ☐ Yes – Specify how many spaces and location(s)		Will there be traffic control? ☐ NO ☒ Yes – Specify type(s) PLPD & DD Security Group	
Will there be use of Town Facilities? ☒ NO ☐ Yes (if yes, an additional Facilities application needs to be completed)	Choose the Facility ☐ Town Hall / Village Green ☐ Pavilion		

~~Approved 5-23-19~~
approved 5-23-19
w/ conditions

Will there be portable restrooms? ☐ NO ☒ Yes – Specify how many and location(s): approximately 30

* Security Plan * Parking Plan

* Insurance

Will medical – first aid coverage be provided? ☐ NO ☒ Yes – Specify who will provide service and location(s)	
Is electricity or water required? ☒ NO ☐ Yes	
Describe the plan for managing Waste/Recycle and controlling trash and litter for this event: 15-20 50 gallon trash cans clean up complete by noon 7/5/17	
Will anything be sold at the event? ☐ NO ☒ Yes	
Will there be an admission, entrance, participant or user fee; a cover charge or door charge; ☒ NO ☐ Yes – Specify details:	
Will promotional materials be used? ☒ NO ☐ Yes – Must submit copy of materials	
Will there be alcohol at this event? ☒ NO ☐ Yes – MUST SEE TOWN CLERK-for approval	
What is your Security Plan? Work w/ DD Group Security & PLPS to develop plan	
Will you be having any signage? (give a brief description) Location and Size No	
Fees: • Special Event Application Fee: \$100.00 • Additional Fee for Police/Fire Department \$35.00 per hour per unit _____ • Facilities Fee _____ TOTAL _____	Approval Conditions: Town Comments

ALL SPECIAL EVENTS ARE SUBMITTED TO THE TOWN COUNCIL FOR REVIEW AND APPROVAL. TOWN DEPARTMENTS WILL DETERMINE SERVICE CONDITIONS AND THEIR RESPECTIVE COSTS, THE TOWN RESERVES THE RIGHT TO ADD ADDITIONAL CHARGES INCURRED DURING THE EVENT.

By signing below, the signed and the Event agree that all parties have read and agree to the terms, policies and ordinances of the Town of Palmer Lake and applicable Event Policies. The applicant, in exchange for issuance of the special event permit, agrees to reimburse the Town for any costs incurred by the Town in repairing damages to public/private property caused by the sponsors of the special event or the participants in the event, or by action that the sponsors directed, authorized, or ratified, and also agreeing to defend the town against, and indemnify and hold the Town harmless from, any liability to any person or property that arise for or are related to the special event.

- Cancellations require 10 (Ten) business days notification. Failure to provide the required number of day's notification will result in forfeiture of payment.

I have read the policies for the use of the Town Hall/Gazebo and agree to comply with all the provisions set forth. I understand that I am individually liable for any damages that may occur.

Authorized Applicant Signature: 

Date:

4/24/2019

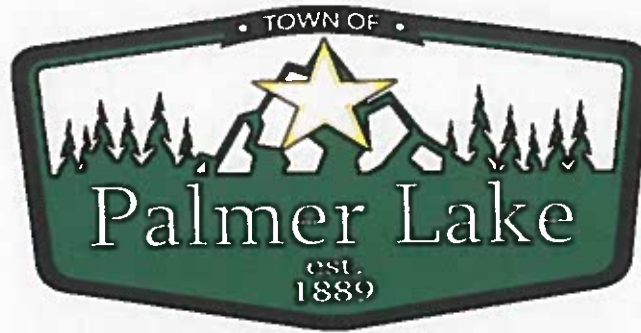
Town of Palmer Lake
Application for Special Events Continued

Special Event Check List

- ☐ Application and Payments submitted (Six months in advance for road closure events, 90 days in advance for all other events)
- ☐ Plans submitted (trash, bathroom, parking, route and media)
- ☐ Security Plan
 - Signed off by Police Department _____
- ☐ Parking and Roads
 - Signed off by Roads Department _____
- ☐ Fire/EMT Plan
 - Signed off by Fire Department _____
- ☐ Water Plan
 - Signed off by Water Department _____
- ☐ Alcohol events must submit paperwork to the town clerk
- ☐ Cost of Event received from departments
- ☐ Council Meeting (If required) Approval
- ☐ Event Impact meeting attended
- ☐ Liability submitted (at least thirty days prior to event)

Town of Palmer Lake

Application for Special Events Continued



Board of Trustees Summary Sheet

Title	SPECIAL EVENT PERMIT
Action	Vote
Date	June 27.2019
EVENT NAME	Palmer Lake Tryathalon
Event Date and time	August 3.2019 between 10Am and 3 PM
Summary	Fundraising event for Awake the Lake
Number of participants	100
Motion	Motion to Approve /Disapprove – Special event application for Awake the Lake Tryathalon



Town of Palmer Lake

Application for Special Events

agenda
Feb 13, 2019

This application must be submitted to the Town Six Months Prior For Road Closure Events, 90 Days For All Other Events. If the application is incomplete, supplemental documents are missing, or additional information is required, application approval will be delayed.

Contact Information

continued till 6-27-19

Name of Applicant: April Fullman c/o Awake the Lake	If for an Organization - Letter of Authorization for Applicant's & Relation to Organization (President, Coordinator, etc....) Awake the Lake
Applicant Address: 4815 Chippewa Dr Lakewood, CO 80118	Zip Code: 80118
Applicant Phone Number: 791-313-8816	Applicant Email: veleyn@hotmai.com
Name of Organization: Awake the Lake	Type of Organization: NON-profit
Organization Address: 1050x 702	City: Palmer Lake, CO Zip Code: 80133
Individual responsible for the event: April Fullman	
Phone # of individual responsible for the event:	Email of individual responsible for the event: veleyn@hotmai.com

Event Information: Attach necessary supporting documents - 501(c)(3), Insurance, etc

Name/Type of Event: Palmer Lake Triathlon	Purpose of Event: To raise money for awake the lake, town of Palmer Lake.	
Has this event taken place here before? NO		
If Yes, please list prior event year and date		
Date(s) of Event: SAT August 31	Actual time of Event (Start & End Time): 10-3pm	Proposed Location of Event: Palmer Lake LAKE
Dates(s) and Time(s) for which permission is requested including setup and cleanup:		

Estimated number of participants: 100	Estimated number of spectators: 50-100	Staging Area: gazebo/lake
Attach a map depicting activity areas, any proposed routes, parking, restrooms, vendors, etc: pol chuck #1 2288 Working on.		

Will there be animals or vehicles in the event? ☒ NO ☐ Yes - Specify type(s) and how many:	Will there be Emergency Medical Services Provided or Required? ☐ NO ☐ Yes - Specify type(s) TBD	
Will the event require reserved parking spaces? ☒ NO ☐ Yes - Specify how many spaces and location(s)	Will there be traffic control ☒ NO ☐ Yes - Specify type(s)	
Will there be use of Town Facilities? ☒ NO ☐ Yes Choose the Facility →	☐ Town Hall ☐ Village Green ☐ Town Hall & Village Green ☒ Centennial Park	☐ Gazebo (West Side of Lake) ☐ Pavilion (East Side of Lake) ☐ Glen Park ☐ Columbine Park



Town of Palmer Lake

Application for Special Events Continued

Will there be portable restrooms?

- ☒ NO
☐ Yes – Specify how many and location(s)

Will medical – first aid coverage be provided?

- ☐ NO
☐ Yes – Specify who will provide service and location(s) **TBD**

Is electricity or water required?

- ☒ NO
☐ Yes

Describe the plan for managing Waste/Recycle and controlling trash and litter for this event:

Group will cleanup

Will anything be sold at the event?

- ☒ NO
☐ Yes – Vender permit required (\$25 per vendors/per day) Permit must be paid for 10 days before event

Will there be an admission, entrance, participant or user fee; a cover charge or door charge;

- ☒ NO
☐ Yes – Specify details:

Will promotional materials be used?

- ☒ NO
☐ Yes – Must submit copy of materials

Will there be alcohol at this event?

- ☒ NO
☐ Yes – MUST SEE TOWN CLERK-for approval

What is your Security Plan?

Group will provide

Will you be having any signage? (give a brief description)

Location and Size

NA Triathlon signage similar to yard sign

Fees:

Town Hall

Village Green

Town Hall & Village Green

Centennial Park

Gazebo (West Side of Lake)

Pavilion (East Side of Lake)

Glen Park

Columbine Park

TOTAL

Approval Conditions:

Town Comments

ALL SPECIAL EVENTS ARE SUBMITTED TO THE TOWN COUNCIL FOR REVIEW AND APPROVAL. TOWN DEPARTMENTS WILL DETERMINE SERVICE CONDITIONS AND THEIR RESPECTIVE COSTS, THE TOWN RESERVES THE RIGHT TO ADD ADDITIONAL CHARGES INCURRED DURING THE EVENT.

By signing below, the signed and the Event agree that all parties have read and agree to the terms, policies and ordinances of the Town of Palmer Lake and applicable Event Policies. The applicant, in exchange for issuance of the special event permit, agrees to reimburse the Town for any costs incurred by the Town in repairing damages to public/private property caused by the sponsors of the special event or the participants in the event, or by action that the sponsors directed, authorized, or ratified, and also agreeing to defend the town against, and indemnify and hold the Town harmless from, any liability to any person or property that arise for or are related to the special event.

Authorized Applicant Signature:

Date:



Town of Palmer Lake

Application for Special Events Continued

Town Hours

- The Town Hall is available daily from 6:00 am till 10:00 pm.
 - With the exception of Town sponsored events, the building is available on a first-come first-serve basis.

Town Kitchen

- The kitchen is included in the rental fee.
- The STOVE requires an additional \$45 fee. The stove will need to be turned on 24 hours in advance of event.

Pick of Keys

- The key **must** be picked up by **noon** the day before the event. If a holiday falls on the day before your event, please make arrangements to pick up key earlier. If a weekend, please pick up key the Friday before. All activities must end at 10:00 pm, with a one hour clean-up time allowed.

Alcohol/Drugs/Smoking

- The use, sale, or possession of any narcotics, drugs and the like shall **not be permitted** on any Town property. **No** smoking is allowed inside the Town Hall. If smoking outside, please do not throw cigarettes on the ground. All alcohol must be consumed inside the building. If any infractions are found, your deposit or a portion of it will be forfeited.

Decorations

- No permanent decorations or signs will be taken down or used as attaching points.
- Do not put any duct tape, thumbtacks or nails on the banister, railings or walls.
- Masking tape and scotch tape are allowed provided it is all removed after the event.
- The applicant agrees to pay for repair or replacement to damage to the facility and/or equipment.

Emergency Cancellations

- The Town reserves the right to enact any emergency cancellations, (i.e. loss of power, heat, flood, fire or tornado.) In the event of a cancellation by the Town, the full amount of the reservation fee, to include the damage deposit will be refunded.
- Cancellations require 5 (five) business days notification. Failure to provide the required number of day's notification will result in forfeiture of the damage deposit.

I have read the policies for the use of the Town Hall/Gazebo and agree to comply with all the provisions set forth. I understand that I am individually liable for any damages that may occur.

Signature

Date



Town of Palmer Lake

Application for Special Events Continued

Special Event Check List

- ☐ Application and Payments submitted (Six months in advance for road closure events, 90 days in advance for all other events)
- ☐ Plans submitted (trash, bathroom, parking, route and media)
- ☐ Security Plan
 - Signed off by Police Department _____
- ☐ Parking and Roads
 - Signed off by Roads Department _____
- ☐ Fire/EMT Plan
 - Signed off by Fire Department _____
- ☐ Water Plan
 - Signed off by Water Department _____
- ☐ Alcohol events must submit paperwork to the town clerk
- ☐ Cost of Event received from departments
- ☐ Council Meeting (if required) Approval
- ☐ Event Impact meeting attended
- ☐ Liability submitted (at least thirty days prior to event)
- ☐ Vendor Permit, Dumpster Permit, Tent Permit submitted
- ☐ Post Event Follow Up
- ☐ Post Event Deposit release after site check



Town of Palmer Lake

Application for Special Events Continued

A "Special Event" is defined as any planned activity that requires use of public property or more than 50 people. Any property that is not within the normal and ordinary use of the property or which, by nature of the activity, may have a greater impact on the Town services or resources, neighborhoods, businesses or the community as a whole would have occurred had the activity not taken place. This included into but not limited to, parades, gatherings, art and crafts show/fairs, festivals and athletic events. The Town will determine whether the activity requires a special event permit.

EVENT GUIDELINES

The Town of Palmer Lake is pleased that you are considering holding your event in our town. The following are some things to keep in mind:

- ↳ Town parks or Town hall cannot be reserved for you until rental deposits are remitted.
- ↳ A **Certificate of Liability** insurance covering the event and naming the Town of Palmer Lake, 42 Valley Crescent, as an "**Additional Insured**" for the event dates must be filed with the Town Clerks office within 10 days of the event. The Certificate of Liability Insurance shall have general liability limits of not less than \$1,000,000 for general aggregate as well as personal & advance injury, with a limit not less than \$5,000 per individual for medical expenses.
- ↳ If you are anticipating a large crowd, a parking plan is required.
- ↳ A trash disposal plan, with an emphasis on recycling, is highly encouraged.
- ↳ Applicants and participants are required to adhere to all applicable rules, regulations, laws and ordinances of the Town of Palmer Lake and other applicable governmental entities.

ENJOY YOUR EVENT

Town of Palmer Lake
42 Valley Crescent – Town Offices
28 Valley Crescent – Town Hall
PO Box 208
Palmer Lake, CO 80133
719-481-2953/office
719-488-9305/fax
townofpalmerlake.com



Town of Palmer Lake

Application for Special Events Continued

Use and Fee Guide – Parks and Facilities

N/C
awake the
lake
Non-profit

Town Hall	\$50.00 per hour/\$25 per hr Non-Profit & Town Sponsored Events	_____ hours = _____
Village Green –Gazebo	\$50.00 per hour	_____ hours = _____
Town Hall & Village Green	\$200.00 for 4 hours	_____ hours = _____
Centennial Park	\$100.00 per day	_____ days = _____
Gazebo (West Side of Lake)	\$100.00 per day	_____ days = _____
Pavilion (East Side of Lake)	\$100.00 per day	_____ days = _____
_____ n Park	\$100.00 per day	_____ days = _____
Columbine Park	\$100.00 per day	_____ days = _____
Police Department	\$100.00 per hours' personnel \$100.00 per unit	_____ hours = _____
Fire Department	\$100.00 per hours' personnel \$100.00 per unit	_____ hours = _____
	Total	_____ = _____

Damage & Key Deposit: (Office Use Only – Make sure to initial all transactions)

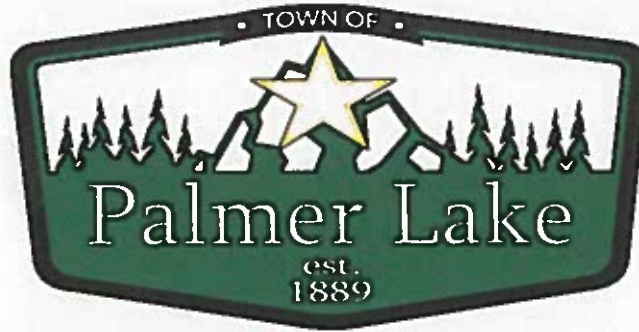
Date _____ Cash _____ Check _____ Amount: _____

Rental Fee:

Date _____ Cash _____ Check _____ Amount: _____

Deposit Returned:

Date _____ Cash _____ Check _____ Amount: _____



Board of Trustees Summary Sheet

Title	SPECIAL EVENT PERMIT
Action	Vote
Date	June 27.2019
EVENT NAME	LPMS Cross Country race
Event Date and time	9.14.2019 between 3:45 Pm and 5:45 PM
Applicant	Bill Kissel
Summary	LPMS hosts 8 middle schools in a 1.5 mile cross country race
Number of participants	550
Motion	Motion to Approve /Disapprove – special event permit application for Lewis Palmer Middle School Cross Country race

Town of Palmer Lake

Town of Palmer Lake Application for Special Events

agenda June 13
Re June 27
scheduled

This application must be submitted to the Town Six Months Prior For Road Closure Events, 90 Days For All Other Events. If the application is incomplete, supplemental documents are missing, or additional information is required, application approval will be delayed.

Contact Information

Name of Applicant: Lewis-Palmer Middle School	If for an Organization – Letter of Authorization for Applicant's & Relation to Organization (President, Coordinator, etc....)
--	---

Applicant Address: 1776 Woodmoor Dr	City Monument	Zip Code 80132
--	------------------	-------------------

Applicant Phone Number: 719-488-4776	Applicant Email: lprosseda@lewispalmer.org
---	---

Name of Organization:	Type of Organization:
-----------------------	-----------------------

Organization Address:	City	Zip Code
-----------------------	------	----------

Individual responsible for the event: Bill Kissell

Phone # of individual responsible for the event: (719) 785-4237	Email of individual responsible for the event: BKissell@lewispalmer.org
--	--

Event Information: Attach necessary supporting documents – 501(c)(3), Insurance, etc

Name/Type of Event: Cross-Country Race	Purpose of Event LPMS hosts 8 middle schools to compete in a cross-country race of 1.5 miles
Has this event taken place here before? yes	
If Yes, please list prior event year and date 9/5/18	

Date(s) of Event: 9/4/19	Actual time of Event (Start & End Time) 3:45-5:45	Proposed Location of Event: Trailhead at County Line Rd
-----------------------------	--	--

Dates(s) and Time(s) for which permission is requested including setup and cleanup:
2:00 pm - 6:00 pm

Estimated number of participants: 550	Estimated number of spectators: 200	Staging Area: near Pavillion
--	--	---------------------------------

Attach a map depicting activity areas, any proposed routes, parking, restrooms, vendors, etc:
Attached

Will there be animals or vehicles in the event? ☐ NO Animals ☐ Yes – Specify type(s) and how many: 8 Buses + 45 vehicles	Will there be Emergency Medical Services Provided or Required? ☒ NO ☐ Yes – Specify type(s)
--	--

Will the event require reserved parking spaces? ☐ NO - Buses will park at Trailhead ☐ Yes – Specify how many spaces and location(s) Handicap Area	Will there be traffic control ☐ NO ☒ Yes – Specify type(s) We hire Palmer Lake Police for crowd direction
---	--

Will there be use of Town Facilities? ☒ NO ☐ Yes	Town of Palmer Lake
---	---------------------

Choose the Facility

Application for Special Events Continued

Use and Fee Guide – Parks and Facilities

Town Hall

\$50.00 per hour/\$25 per hr Non-Profit & Town Sponsored Events

hours =

Village Green –Gazebo

\$50.00 per hour

hours =

Town Hall & Village Green

\$200.00 for 4 hours

hours =

Centennial Park

\$100.00 per day

days =

Gazebo (West Side of Lake)

\$100.00 per day

days =

Pavilion (East Side of Lake)

\$100.00 per day

1 days = 100.-

Glen Park

\$100.00 per day

days =

Columbine Park

\$100.00 per day

days =

Police Department

\$35.- per Ton: V.
\$100.00 per hours' personnel
\$100.00 per unit

2:30-6:00 pm
4.5 hours = \$157.50

Fire Department

\$100.00 per hours' personnel
\$100.00 per unit

hours = 257.50

Total

=

Damage & Key Deposit:

(Office Use Only – Make sure to initial all transactions)

Date _____ Cash _____ Check _____ Amount: _____

Rental Fee:

Date _____ Cash _____ Check _____ Amount: _____

Deposit Returned:

Date _____ Cash _____ Check _____ Amount: _____

Town of Palmer Lake

Application for Special Events Continued

Town of Palmer Lake
42 Valley Crescent
P.O. Box 208
Palmer Lake, Colorado 80133
Phone: (719) 481-2953 Fax: (719) 488-9305

APP. FEE _____
INSURANCE _____
MAP/PLAN _____

**APPLICATION TO CONDUCT A SPECIAL EVENT OR
PUBLIC FUNCTION ON PUBLIC RIGHT-OF-WAY**

Each question should be fully and accurately answered. No action can be taken on this application until all questions have been answered. Use blank paper if you need additional writing space. PLEASE PRINT, except for signature.

Organization/Applicant Name Lewis Palmer School District (LPMS) Application Date 20 March 2019
Designated Representative Bill Kissell
Mailing Address 1776 Woodmoor Dr
Monument, CO 80132
Phone (work) 719 785-4237 (home) _____ e-mail BKisselle@lewispalmer.org
Event Name Cross-Country Meet Event Date 4 September 2019
Event Time(s) (inc. setup/takedown): from 1:30 to 6:00 Day of
Week Wednesday
Event Description LPMS hosts 8 middle schools to compete in a cross-country
race of 1.5 miles
Estimated Number of Participants 550 Estimated Number of Spectators 200
Proposed Route (please attach map and traffic control plan) Attached

If this application is approved, the undersigned hereby agrees to (1) pay the total cost for conducting any road closure or traffic control related to the special event described in the application to Town of Palmer Lake, (2) submit payment of the total estimated cost of the special event to Town of Palmer Lake prior to consideration of the application by the Board of Trustees, and (3) provide a certificate of general liability and auto liability insurance coverage in an amount specified by the Town of Palmer Lake for any claim, including those of participants and spectators, that may arise from the special event; and to name the Town of Palmer Lake, its officials, officers, employees and agents as additional insured's.

The undersigned accepts that any cost in excess of the estimated cost must be paid to the Town of Palmer Lake following the event. If the estimated cost exceeds the actual cost, the balance will be refunded. In the event the Applicant fails to pay any such excess upon demand, and the Town of Palmer Lake files suit to recover said amount, the Town of Palmer Lake shall be awarded the amount owed plus its reasonable attorney's fees and costs.

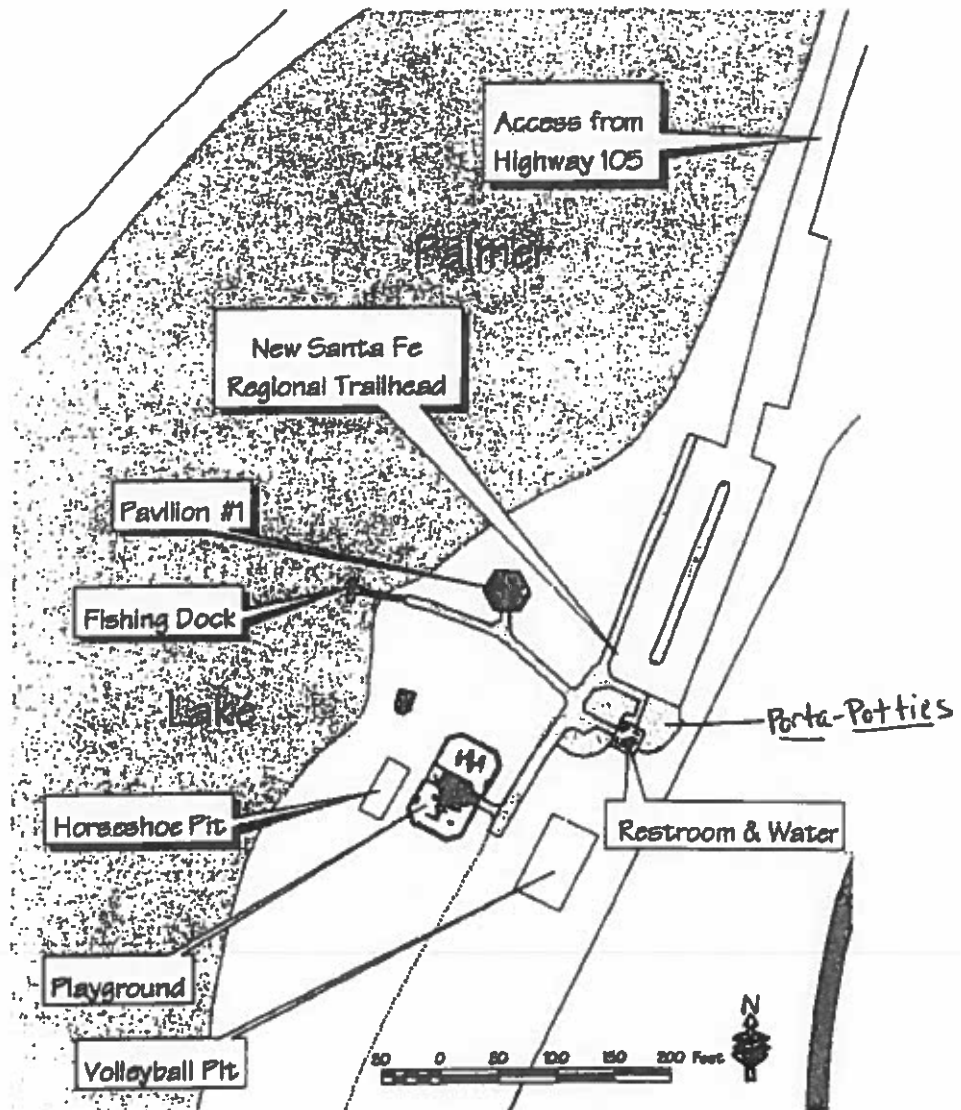
I, the undersigned, certify that all information in this application is true and complete. I understand that any false information or omission may disqualify me from further consideration and may justify dismissal of this event if discovered at a later date.

I understand that if this application is approved, it is conditioned upon compliance with the policies and procedures of the Town of Palmer Lake governing special events.

I certify that the statements contained herein or attached hereto are true, accurate and complete to the best of my knowledge and belief.

Name of Organization Lewis-Palmer School District
By [Signature] Title Test Supt Date 4/19/19

From Interstate 25, exit 161, then northwest on Highway 105 for approximately 5 miles; east at County Line Road to the park entrance



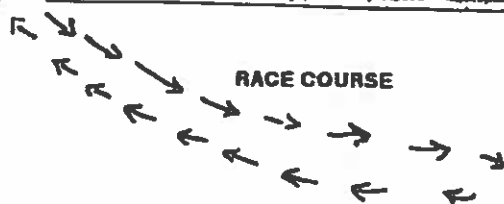
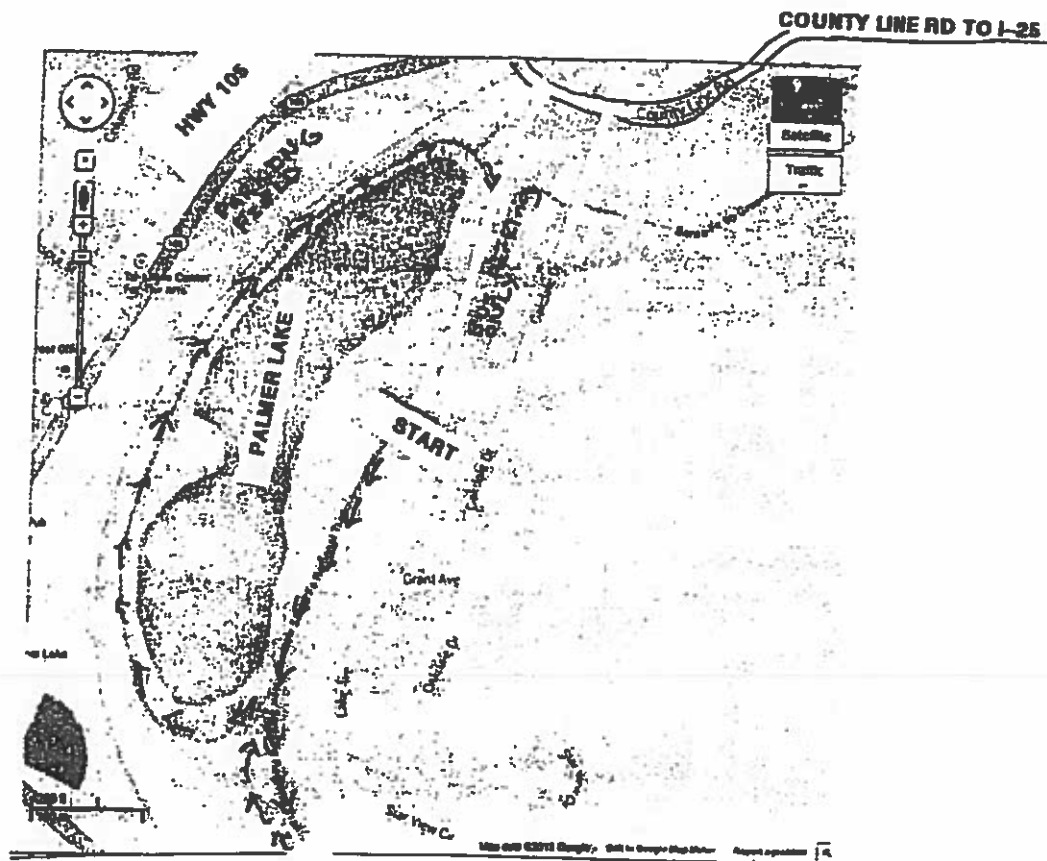
SAFETY ALERT

NO PARKING NEAR RAILROAD TRACKS

YOU WILL BE TOWED

LPMS CROSS-COUNTRY

RACE COURSE



COLORADO SCHOOL DISTRICTS SELF INSURANCE POOL
CERTIFICATE OF COVERAGE

07/01/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICY BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER, AUTHORIZED REPRESENTATIVE THE CERTIFICATE HOLDER.

MEMBER: LEWIS PALMER SCHOOL DISTRICT #38
ATTN: Cheryl Wangeman
ADDRESS: PO BOX 40
CITY, STATE ZIP: MONUMENT, CO 80132

Colorado School Districts Self
Insurance Pool, 6857 South Spruce St.
Centennial, Colorado 80112
(303) 722-2600
(303) 722-7888 Fax

POLICY NUMBER: 2138-18-00139
POLICY PERIOD: 07/01/2018 to 07/01/2019

THIS IS TO CERTIFY THAT THE POLICY OF COVERAGE LISTED BELOW HAS BEEN ISSUED TO THE MEMBER ABOVE FOR THE POLICY PERIOD INDICATED NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE COVERAGE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, DEFINITIONS AND CONDITIONS OF SAID POLICY. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF COVERAGE	LIMITS/DEDUCTIBLES	
SCHOOL ENTITY LIABILITY Occurrence Form	EACH OCCURRENCE, SCHOOL LEADERS WRONGFUL ACT	\$2,000,000
	& EMPLOYMENT WRONGFUL ACT	
	ANNUAL AGGREGATE LIMIT	\$5,000,000
	MEDICAL EXPENSE (PER PERSON/PER ACCIDENT)	\$1,000/\$10,000
SCHOOL AUTO Any Auto, Hired and Non-Owned	LIMIT PER ACCIDENT	\$2,000,000
	Medical Payments	\$5,000
	Auto Physical Damage Coverage	\$500
PROPERTY Special Form	BUILDING/BUSINESS PERSONAL PROPERTY LIMIT	\$189,208,716
	DEDUCTIBLE	\$1,000
	PROPERTY DAMAGE TO PREMISES RENTED TO YOU	\$500,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

As respects to Cross Country Meets, but only as respects to the Members negligence.

CERTIFICATE HOLDER:

Town of Palmer Lake
Officials, Officers, & Employees
PO Box 208
Palmer Lake, CO 80133

CANCELLATION: SHOULD THE ABOVE DESCRIBED POLICY BE CANCELLED BEFORE THE EXPIRATION DATE, WE WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE



Special Event Check List

- ☐ Application and Payments submitted (Six months in advance for road closure events, 90 days in advance for all other events)
- ☐ Plans submitted (trash, bathroom, parking, route and media)
- ☐ Security Plan
 - Signed off by Police Department _____
- ☐ Parking and Roads
 - Signed off by Roads Department _____
- ☐ Fire/EMT Plan
 - Signed off by Fire Department _____
- ☐ Water Plan
 - Signed off by Water Department _____
- ☒ ~~Alcohol events must submit paperwork to the town clerk~~ *No*
- ☐ Cost of Event received from departments
- ☐ Council Meeting (if required) Approval
- ☐ Event Impact meeting attended
- ☐ Liability submitted (at least thirty days prior to event)
- ☒ ~~Vendor Permit, Dumpster Permit, Tent Permit submitted~~ *No*
- ☐ Post Event Follow Up
- ☐ Post Event Deposit release after site check

Town of Palmer Lake

Application for Special Events Continued



Town of Palmer Lake
42 Valley Crescent
PO Box 208
Palmer Lake CO 80133
Phone (719) 481-2953 Fax (719)488-9305

PROCEDURE FOR SPECIAL EVENTS

DEFINITION OF A SPECIAL EVENT:

A special event is defined as any event which cannot be held on a Town road, street or other right-of-way or ~~Town property and at the same time comply with applicable traffic statutes or ordinances.~~ Special events include, but are not limited to, parades, fairs, exhibitions, motion picture filming, bicycle events, foot races or walks, or use of Town property. (Special events may include events, taking place away from a road which, due to the number of persons in attendance, creates traffic congestion on a road before or after the event.)

A special events permit may be approved administratively by the Town of Palmer Lake Clerk's Office

I. COMPLETE AN APPLICATION

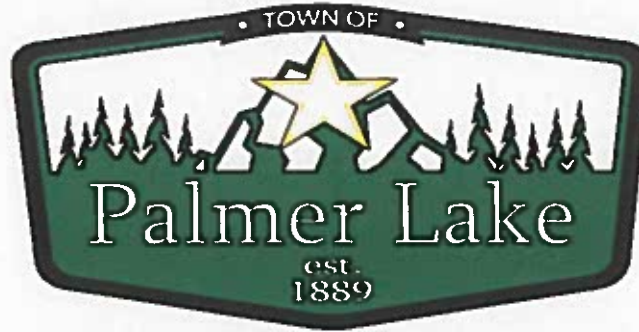
A. Complete an application. Applications are available from the Town of Palmer Lake Clerks Office 42 Valley Crescent P.O. Box 208 Palmer Lake, Colorado 80133. The application must be submitted not less than 60 days before the event. An application fee of \$100.00 must accompany the application. The application fee may be refunded if it is determined that the event does not have significant impact on traffic or may be waived or lowered for charity events. This fee is in addition to any Park or Building rental fee. You may call (719) 481-2953 for information.

B. Provide proof of liability insurance coverage. Insurance coverage is required in the amount of one million dollars (\$1,000,000.00). Such insurance shall include general liability and auto liability coverage. Coverage must be extended to spectators and participants and must name Town of Palmer Lake and its officers, employees and agents as additional insured with regard to damages and defense of claims arising from, but not limited to:

1. Activities performed by or on behalf of the named insured's;
2. Products and completed operations of the named insured's;
3. Premises owned, leased or used by the named insured's; and
4. The ownership, operation, maintenance, use, loading or unloading of any auto owned, leased or borrowed by the named insured's.

The certificate of insurance shall specifically name Town of Palmer Lake, it officers, agents, and employees as additional insured.

The certificate holder shall be listed as: Town of Palmer Lake 42 Valley Crescent P.O. Box 208 Palmer Lake, Colorado 80133



Board of Trustees Summary Sheet

Title	SPECIAL EVENT PERMIT
Action	Vote
Date	June 27.2019
EVENT NAME	Wounded Warrior Gold Star Family Picnic and Fishing Day
Event Date and time	8.10.2019 between 7AM and 1:30 PM
Applicant	Bill Miller
Summary	Picnic and fishing Day for Wounded Warrior Families and community
Number of participants	
Motion	Motion to Approve /Disapprove – special event permit application for Wounded Warrior Picnic and Fishing day

Town of Palmer Lake

Application for Special Events

Agend June 27

This application must be submitted to the Town Six **Months Prior For Road Closure Events, 90 Days For All Other Events**. If the application is incomplete, supplemental documents are missing, or additional information is required, application approval will be delayed.

Contact Information

Name of Applicant: Bill Miller	If for an Organization – Letter of Authorization for Applicant's & Relation to Organization (President, Coordinator, etc....) President & CEO
Applicant Address: 265 Saber Creek Drive	City Monument
	Zip Code 80132
Applicant Phone Number: (719) 291-3500	Applicant Email: millrbd@millerbd.cnc.net
Name of Organization: Wounded Warrior USA	Type of Organization: 501 C 3
Organization Address: 265 Saber Creek Drive	City Monument
	Zip Code 80132
Individual responsible for the event: Bill Miller	
Phone # of individual responsible for the event: (719) 291-3500	Email of individual responsible for the event: millerbd@millerbd.cnc.net

Event Information: Attach necessary supporting documents – 501(c)(3), Insurance, etc.

Name/Type of Event: Gold Star Family – Picnic and Fishing Day	Purpose of Event Provide a fishing experience to children of the fallen and a catered picnic.	
Has this event taken place here before? Yes		
If Yes, please list prior event year and sate 8-13- 2016, 8-12-2017, 8-11-2018		
Date(s) of Event: 8-10-2019	Actual time of Event (Start & End Time) Set up 7:00 am event start 9:00 am ending 1:30 pm	Proposed Location of Event: Palmer Lake and the Palmer Lake pavilion

Dates(s) and Time(s) for which permission is requested including setup and cleanup:

8-10-2019 set up 7:00 am, cleanup 1:30 pm

Estimated number of participants: 60 to 75 family members Including volunteers	Estimated number of spectators: Not a spectator event	Staging Area: Pavilion area
Attach a map depicting activity areas, any proposed routes, parking, restrooms, vendors, etc.: Utilize the public restroom, and parking lot		
Will there be animals or vehicles in the event? ☒ NO ☐ Yes – Specify type(s) and how many:	Will there be Emergency Medical Services Provided or Required? ☒ NO ☐ Yes – Specify type(s)	
Will the event require reserved parking spaces? ☒ NO ☐ Yes – Specify how many spaces and location(s)	Will there be traffic control? ☒ NO ☐ Yes – Specify type(s)	
Will there be use of Town Facilities? ☒ NO ☐ Yes (if yes, an additional Facilities application needs to be completed)	Choose the Facility ☐ Town Hall / Village Green ☒ Pavilion	

Will there be portable restrooms? ☒ NO
Will medical – first aid coverage be provided? ☒ Yes – Wound ed Warrior USA Red Cross Outfitter Certified
Is electricity or water required? ☒ Yes Electricity if available
Describe the plan for managing Waste/Recycle and controlling trash and litter for this event: Trash bags and Pavilion cans
Will anything be sold at the event? ☒ NO
Will there be an admission, entrance, participant or user fee; a cover charge or door charge; ☒ NO
Will promotional materials be used?

ALL SPECIAL EVENTS ARE SUBMITTED TO THE TOWN COUNCIL FOR REVIEW AND APPROVAL. TOWN DEPARTMENTS WILL DETERMINE SERVICE CONDITIONS AND THEIR RESPECTIVE COSTS, THE TOWN RESERVES THE RIGHT TO ADD ADDITIONAL CHARGES INCURRED DURING THE EVENT.

By signing below, the signed and the Event agree that all parties have read and agree to the terms, policies and ordinances of the Town of Palmer Lake and applicable Event Policies. The applicant, in exchange for issuance of the special event permit, agrees to reimburse the Town for any costs incurred by the Town in repairing damages to public/private property caused by the sponsors of the special event or the participants in the event, or by action that the sponsors directed, authorized, or ratified, and also agreeing to defend the town against, and indemnify and hold the Town harmless from, any liability to any person or property that arise for or are related to the special event.

- Cancellations require 10 (Ten) business days notification. Failure to provide the required number of day's notification will result in forfeiture of payment.

I have read the policies for the use of the Town Hall/Gazebo and agree to comply with all the provisions set forth. I understand that I am individually liable for any damages that may occur,

Authorized Applicant Signature:

William D. Miller

Date: 4-9-2019

Town of Palmer Lake

Application for Special Events Continued

Special Event Check List

- ☐ Application and Payments submitted (Six months in advance for road closure events, 90 days in advance for all other events)
- ☐ Plans submitted (trash, bathroom, parking, route and media)
- ☐ Security Plan
 - Signed off by Police Department _____
- ☐ Parking and Roads
 - Signed off by Roads Department _____
- ☐ Fire/EMT Plan
 - Signed off by Fire Department _____
- ☐ Water Plan
 - Signed off by Water Department _____
- ☐ Alcohol events must submit paperwork to the town clerk
- ☐ Cost of Event received from departments
- ☐ Council Meeting (if required) Approval
- ☐ Event Impact meeting attended
- ☐ Liability submitted (at least thirty days prior to event)
- ☐

Town of Palmer Lake

Application for Special Events Continued

A "Special Event" is defined as any planned activity that requires use of public property or more than 50 people. Any property that is not within the normal and ordinary use of the property or which, by nature of the activity, may have a greater impact on the Town services or resources, neighborhoods, businesses or the community as a whole would have occurred had the activity not taken place. This included into but not limited to, parades, gatherings, art and crafts show/fairs, festivals and athletic events. The Town will determine whether the activity requires a special event permit.

EVENT GUIDELINES

The Town of Palmer Lake is pleased that you are considering holding your event in our town. The following are some things to keep in mind:

- ↳ Town parks or Town hall cannot be reserved for you until payment are remitted.
- ↳ A **Certificate of Liability** insurance covering the event and naming the Town of Palmer Lake, 42 Valley Crescent, as an "**Additional Insured**" for the event dates must be filed with the Town Clerks office within 10 days of the event. The Certificate of Liability Insurance shall have general liability limits of not less than \$1,000,000 for general aggregate as well as personal & advance injury, with a limit not less than \$5,000 per individual for medical expenses.
- ↳ If you are anticipating a large crowd, a parking plan is required.
- ↳ A trash disposal plan, with an emphasis on recycling, is highly encouraged.
- ↳ Applicants and participants are required to adhere to all applicable rules, regulations, laws and ordinances of the Town of Palmer Lake and other applicable governmental entities.

ENJOY YOUR EVENT

Town of Palmer Lake

42 Valley Crescent – Town Offices

28 Valley Crescent – Town Hall

PO Box 208

Palmer Lake, CO 80133

719-481-2953/office

townofpalmerlake.com

verla@palmer-lake.org

Palmer Lake Parks and Recreation

Reservation for Town Park's

5013C
Aquana June 27, 19

Name of Group: Wounded Warrior U.S.A. Date: Sept. 27, 2018

Individual Responsible: Bill Miller
(Print)

Address: Mailing: 265 Sober Creek Dr Telephone: 719-291-3500

Monument, CO 80132

Date(s) you wish to reserve: AUG. 10, 2019 Millerbd@millerbdcac, NE

Time(s) you wish to reserve: 7:30 AM - 1:30 PM

A) Village Green \ Gazebo _____

B) Centennial Park _____

C) Glen Park _____

D) Pavilion X

Specific area of Glen Park: _____

****Note: Tennis courts can not be reserved, first come, first served.

Purpose Park is to be used for: Picnic & Fishing

Approximate number of people to attend: 70

Depending on the number of attendees, A Special Events Permit may be required

FEE SCHEDULE

A) Village Green \ Gazebo - \$100.00 per day

B) Centennial Park: - \$100.00 per day
Gazebo area

C) Glen Park - \$100.00 per day

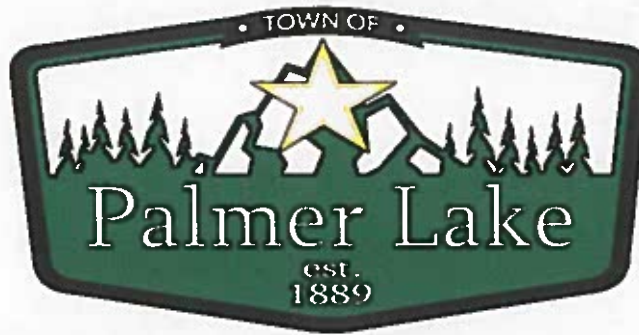
D) Pavilion-(east side of the Lake) - \$100.00 per day

PLUS a \$50.00 Refundable Clean-up/Damage Deposit of any park.

DEPOSIT - Check# _____ Total \$ 50.00 Received by _____

FEE - Check # _____ Total \$ _____ Received by _____

Deposit Refund - No _____ Yes _____ Refunded by _____



Board of Trustees Summary Sheet

Title	SPECIAL EVENT PERMIT
Action	Vote
Date	June 27.2019
EVENT NAME	Palmer Lake .5k race
Event Date and time	October 6,2019 between 10AM and 12 PM
Applicant	Chris Cummins with Awake the Lake
Summary	Fundraising /charity matching funds for GOCO grant and other Awake the Lake projects
Number of participants	1000
Motion	Motion to Approve /Disapprove – special event permit application for the Palmer Lake .5k race

Town of Palmer Lake

Application for Special Events

1

This application must be submitted to the Town Six Months Prior For Road Closure Events, 90 Days For All Other Events. If the application is incomplete, supplemental documents are missing, or additional information is required, application approval will be delayed.		
Contact Information		
Name of Applicant: <u>Palmer Lake Restoration Project, Inc. (a/k/a Awake the Lake)</u>	If for an Organization – Letter of Authorization for Applicant's & Relation to Organization (President, Coordinator, etc. ...)	
Applicant Address: <u>19675 Belatrix</u>	City <u>Monument, CO 80132</u>	Zip Code
Applicant Phone Number: <u>303-903-7465</u>	Applicant Email: <u>cdc@cowaterlaw.com</u>	
Name of Organization: <u>See, Applicant, above</u>	Type of Organization: <u>Charitable/Non-Profit</u>	
Organization Address: <u>See above</u>	City	Zip Code
Individual responsible for the event: <u>Chris D. Cummins – Registered Agent and Committee Director</u>		
Phone # of individual responsible for the event: <u>303-903-7465</u>	Email of individual responsible for the event: <u>cdc@cowaterlaw.com</u>	
Event Information: Attach necessary supporting documents – 501(c)(3), Insurance, etc. – Amended and Restated Articles of Incorporation, Insurance information, and Map, attached.		
Name/Type of Event: <u>Palmer Lake .5K</u>	Purpose of Event: <u>Fundraising/Charity (matching funds for GOCO grant, and other Awake the Lake projects should all such funding be raised)</u>	
Has this event taken place here before? <u>Yes, this is the 5th annual</u>		
If Yes, please list prior event year and date: <u>October 2015, 16, 17 and 18</u>		
Date(s) of Event: <u>October 6, 2019</u>	Actual time of Event (Start & End Time): <u>Start 10am, end 12 pm – set up beginning around 7 am, tear down completed by 1pm</u>	Proposed Location of Event: <u>Northwest end of Lake/Gazebo to southwest parking lot</u>
Dates(s) and Time(s) for which permission is requested including setup and cleanup: <u>October 6, 2019 7am to 1pm</u>		
Estimated number of participants: <u>1,000</u>	Estimated number of spectators: <u>100</u>	Staging Area: <u>all within proposed location described above, essentially the park grounds on west side of Lake</u>
Attach a map depicting activity areas, any proposed routes, parking, restrooms, vendors, etc.: <u>See Attached Map. With past .5K events of similar size, parking has not been an issue, nor has restrooms (bathrooms at O'Malley Steak Pub will be made available). There are no vendors, though sponsoring entities may set up tables/booths near the finish line – Awake the Lake generally sells t-shirts at this location from past events, while other sponsors hand out swag/free gifts/coupons.</u>		
Will there be animals or vehicles in the event? ☐ NO ☒ Yes – Specify type(s) and how many: <u>Dogs, approximately 50 based on prior canine event entrants</u>	Will there be Emergency Medical Services Provided or Required? ☒ NO – none have been previously required ☐ Yes – Specify type(s)	
Will the event require reserved parking spaces? ☒ NO – many entrants walk/bike and are local ☐ Yes – Specify how many spaces and location(s)	Will there be traffic control ☒ NO – none previously required, event is brief ☐ Yes – Specify type(s)	
Will there be use of Town Facilities? ☒ NO – all within Parks/private property. Gazebo utilized only for race staging. ☐ Yes (if yes, an additional Facilities application needs to be completed)	Choose the Facility ☐ Town Hall / Village Green ☐ Pavilion	

Will there be portable restrooms? ☒ NO – O'Malley's Steak Pub, and the bulk of the other restaurants forming the Palmer Lake Restaurant Group, generally have opened their bathrooms to event participants ☐ Yes – Specify how many and location(s)	
Will medical – first aid coverage be provided? ☒ NO – none historically necessary ☐ Yes – Specify who will provide service and location(s)	
Is electricity or water required? ☐ NO ☒ Yes – power for ticket sales (credit cards, etc.) from existing outlet at Gazebo. No water required.	
Describe the plan for managing Waste/Recycle and controlling trash and litter for this event: <u>Our organization of volunteers has, and will, patrol the course during and after the event to ensure all trash and recyclables are properly disposed of, and the Town's parks as clean(er) than before the event. Trash cans are strategically located mid-race and at the finish line to assist.</u>	
Will anything be sold at the event? ☐ NO ☒ Yes – Day of registration for the event will be sold, and t-shirts and associated swag will be sold by Awake the Lake at the finish line. There are no other vendors or for-profit sales.	
Will there be an admission, entrance, participant or user fee; a cover charge or door charge; ☐ NO ☒ Yes – Specify details: Race Registration charges vary by time of entry, adult, child, dog, and type of t-shirt, etc. See registration website at: https://runsignup.com/Race/CO/PalmerLake/PalmerLakePoint5k for further details, or www.awakepalmerlake.org , under "events" for further details.	
Will promotional materials be used? ☐ NO ☒ Yes – Must submit copy of materials: Our logo and poster/promo materials remain in development. We will also have promotional ads on KKFM Classic Rock Radio, as well as "talk" radio spots on other local radio stations. We will submit promotional materials for the Town's review as may be required, when available.	
Will there be alcohol at this event? ☒ NO – all alcohol service will be under private license and on-premise at O'Malley's Steak Pub, across Hwy 105 from the finish line. There will be no alcohol served or allowed on the Race Course, or on Town parks in association with this event. ☐ Yes – MUST SEE TOWN CLERK-for approval	
What is your Security Plan? <u>Security at past events has not been a concern, with Awake the Lake volunteers patrolling the course, and our local participants being of the highest character – no incidents have been reported of any sort.</u>	
Will you be having any signage? (give a brief description) – <u>Signage will be posted at the start line, finish line, and on the balcony rails at O'Malley's Steak Pub, at a minimum. Other promotional signage may be in businesses and shops in the Tri-Lakes area, or in strategic high-visibility locations around town (with the owners permission as concerns private property, and with applicable authorization as concerns public places). Signage on Town Property during the event will be in place only immediately prior, during, and immediately after the event.</u> <u>Location and Size: size will vary from 11x17" posters in local businesses, to 4'x5' printed vinyl banners, and slightly larger start/finish line banners.</u>	
Fees: • Special Event Application Fee: \$100.00 • Additional Fee for Police/Fire Department \$35.00 per hour per unit _____ • Facilities Fee _____ TOTAL _____	Approval Conditions: Town Comments

ALL SPECIAL EVENTS ARE SUBMITTED TO THE TOWN COUNCIL FOR REVIEW AND APPROVAL. TOWN DEPARTMENTS WILL DETERMINE SERVICE CONDITIONS AND THEIR RESPECTIVE COSTS, THE TOWN RESERVES THE RIGHT TO ADD ADDITIONAL CHARGES INCURRED DURING THE EVENT.

By signing below, the signed and the Event agree that all parties have read and agree to the terms, policies and ordinances of the Town of Palmer Lake and applicable Event Policies. The applicant, in exchange for issuance of the special event permit, agrees to reimburse the Town for any costs incurred by the Town in repairing damages to public/private property caused by the sponsors of the special event or the participants in the event, or by action that the sponsors directed, authorized, or ratified, and also agreeing to defend the town against, and indemnify and hold the Town harmless from, any liability to any person or property that arise for or are related to the special event.

- Cancellations require 10 (Ten) business days notification. Failure to provide the required number of day's notification will result in forfeiture of payment.

I have read the policies for the use of the Town Hall/Gazebo and agree to comply with all the provisions set forth. I understand that I am individually liable for any damages that may occur,

Authorized Applicant Signature:



Date:

6/24/19



Document must be filed electronically.
Paper documents are not accepted.
Fees & forms are subject to change.
For more information or to print copies
of filed documents, visit www.sos.state.co.us.

Colorado Secretary of State
Date and Time: 06/17/2019 10:56 AM
ID Number: 19951112144
Document number: 20191491910
Amount Paid: \$25.00

ABOVE SPACE FOR OFFICE USE ONLY

Amended and Restated Articles of Incorporation

filed pursuant to §7-90-301, et seq. and §7-130-106 and §7-90-304.5 of the Colorado Revised Statutes (C.R.S.)

1. For the entity, its ID number and entity name are

ID number 19951112144
(Colorado Secretary of State ID number)
Entity name Palmer Lake Restoration Project Inc. c/o AWAKE THE LAKE

2. The new entity name (if applicable) is Palmer Lake Restoration Project, Inc.
3. The amended and restated constituent filed document is attached.
4. The amendment to the articles of incorporation was in the manner indicated below: (make the applicable selection)

☒ The amendment and restatement was adopted by the board of directors or incorporators without member action and member action was not required.

☐ The amendment and restatement was adopted by the members AND the number of votes cast for the amendment by each voting group entitled to vote separately on the amendment was sufficient for approval by that voting group.

(If the amended and restated articles of incorporation include amendments adopted on a different date or in a different manner, mark this box ☐ and include an attachment stating the date and manner of adoption.)

5. (Caution: Leave blank if the document does not have a delayed effective date. Stating a delayed effective date has significant legal consequences. Read instructions before entering a date.)

(If the following statement applies, adopt the statement by entering a date and, if applicable, time using the required format.)

The delayed effective date and, if applicable, time of this document is/are _____.
(mm/dd/yyyy hour:minute am/pm)

Notice:

Causing this document to be delivered to the Secretary of State for filing shall constitute the affirmation or acknowledgment of each individual causing such delivery, under penalties of perjury, that such document is such individual's act and deed, or that such individual in good faith believes such document is the act and deed of the person on whose behalf such individual is causing such document to be delivered for filing, taken in conformity with the requirements of part 3 of article 90 of title 7, C.R.S. and, if applicable, the constituent documents and the organic statutes, and that such individual in good faith believes the facts stated in such document are true and such document complies with the requirements of that Part, the constituent documents, and the organic statutes.

This perjury notice applies to each individual who causes this document to be delivered to the Secretary of State, whether or not such individual is identified in this document as one who has caused it to be delivered.

6. The true name and mailing address of the individual causing the document to be delivered for filing are

Cummins	Chris	D	
(Last)	(First)	(Middle)	(Suffix)
(Street name and number or Post Office Box information)			
13511 Northgate Estates Dr. 250			
Colorado Springs	CO	80921-2062	
(City)	(State)	(Postal/Zip Code)	
	United States		
(Province – if applicable)	(Country – if not US)		

(If the following statement applies, adopt the statement by marking the box and include an attachment.)

- ☐ This document contains the true name and mailing address of one or more additional individuals causing the document to be delivered for filing.

Disclaimer:

This form/cover sheet, and any related instructions, are not intended to provide legal, business or tax advice, and are furnished without representation or warranty. While this form/cover sheet is believed to satisfy minimum legal requirements as of its revision date, compliance with applicable law, as the same may be amended from time to time, remains the responsibility of the user of this form/cover sheet. Questions should be addressed to the user's legal, business or tax advisor(s).

2019 .5K Area Map

Legend

- .5
- A
- O
- T



AMENDED ARTICLES OF INCORPORATION

of

PALMER LAKE RESTORATION PROJECT, INC. (a Colorado Nonprofit Corporation)

The undersigned incorporator (a natural person over 18 years of age) hereby amends the articles of incorporation of the Palmer Lake Restoration Project, Inc. pursuant to C.R.S. §7-130-102(3), which nonprofit corporation was established on September 6, 1995 by filing with the Colorado Secretary of State of Articles of Incorporation for a Nonprofit Corporation for the Palmer Lake Restoration Project, Inc. pursuant the Colorado Revised Nonprofit Corporation Act (C.R.S. §7-121-101 *et seq.*), as amended, and which nonprofit corporation hereby restates its articles of incorporation by adoption of the following Amended Articles of Incorporation:

ARTICLE I

Corporate Name

The name of the Corporation is: Palmer Lake Restoration Project, Inc. (a/k/a and d/b/a "Awake Palmer Lake" and "Awake the Lake").

ARTICLE II

Incorporator, Principal Office, Registered Office and Registered Agent

The true name and mailing address of the incorporator is: Chris D. Cummins, Monson, Cummins & Shohet, LLC, 13511 Northgate Estates Dr., Ste. 250, Colorado Springs, CO 80921. The initial principal office for the transaction of the business of the Corporation shall be located at: 19675 Belatrix, Monument, CO 80132. The address of the initial registered office of the Corporation is that of the incorporator listed above. The name of the registered agent at such address is: Chris D. Cummins.

ARTICLE III

Purposes and Powers

(a) The Corporation is organized exclusively for educational and charitable purposes, including but not limited to, for such purposes the making of distributions to municipal entities (*i.e.* the Town of Palmer Lake), and other organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (or the corresponding provision of any future United States Internal Revenue Law), and more specifically to receive and administer funds for such charitable and educational purposes, all for the public welfare, and for no other purposes, and to that end to take hold, by bequest, devise, gift, purchase, or lease, either absolutely or in trust for such objects and purposes or any of them, any property, real, personal or mixed, without limitation as to amount of value, except such limitations, if any, as may be

imposed by law; to sell, convey, and dispose of any such property and to invest and reinvest the principal thereof, and to deal with and expend the income therefrom for any of the before-mentioned purpose, without limitation, except such limitations, if any, as may be contained in the instrument under which such property is received; to receive any property, real, personal or mixed, in trust, under the terms of any will, deed of trust, or other trust instrument for the foregoing purposes or any of them, and in administering the same to carry out the directions and exercise the powers contained in the trust instrument under which the property is received, including the expenditure of the principal as well as the income, for one or more of such purposes, if authorized or directed in the trust instrument under which it is received, but no gift, bequest or devise of any such property shall be received or accepted if it is conditioned or limited in such manner as shall require the disposition of the income or its principal to any person or organization other than a "charitable organization" or for other than "charitable purposes" within the meaning of such terms as defined in these Articles of Incorporation, or as shall in the opinion of the Board of Directors, jeopardize the federal income tax exemption of the corporation pursuant to Section 501(c)(3) of the Internal Revenue Code of 1986, as now in force and as amended, now or afterward; to receive, take title to, hold and use the proceeds and income of stocks, bonds, obligations, or other securities of any corporation or corporations, domestic or foreign, but only for the foregoing purposes or some of them; and, in general, to exercise any, all and every power for which a nonprofit corporation organized under the applicable provisions of Colorado law for scientific, educational and charitable purposes, all for the public welfare, can be authorized to exercise, but only to the extent that the exercise of such powers is in furtherance of exempt purposes.

(b) No part of the net earnings of the Corporation shall inure to the benefit of or be distributable to its members, directors, officers or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in these Articles of Incorporation. No substantial part of the activities of the Corporation shall be the carrying on of propaganda or otherwise attempting to influence legislation, and the Corporation shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these Articles of Incorporation, the Corporation shall not carry on any other activities not permitted to be carried on (1) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (or the corresponding provision of any future United States Internal Revenue Law), or (2) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986, as amended (or the corresponding provision of any future United States Internal Revenue Law).

(c) Expressly included amongst the educational and charitable purposes for which the Corporation has been organized, as qualified by subparagraphs (a) and (b), above, is the preservation, protection, and enhancement of the natural body of water known as Palmer Lake, and the public parks and amenities surrounding Palmer Lake.

ARTICLE IV

Period of Duration

This Corporation shall exist in perpetuity from the date of filing of the original Articles of Incorporation with the Secretary of State of the State of Colorado, unless dissolved according to law.

ARTICLE V

Not for Profit

The Corporation is not organized for profit; the Corporation shall have not capital stock, and is not authorized to issue capital stock. The Corporation shall therefore have no shareholders or members.

ARTICLE VI

Directors/Officers

The number of Directors/Officers of the Corporation shall be a maximum of eight (8), which number may be increased or decreased pursuant to the By-laws of the Corporation, if any, but shall never be less than one (1). The names of the Current Directors/Officers, who shall act until their resignation, or removal and appointment of a successor, are duly chosen and qualified:

<u>Name:</u>	<u>Address:</u>
Jeff Hulsmann (President)	19675 Belatrix Monument, CO 80132
Darin Dawson (Vice President)	96 Oakdale Drive Palmer Lake, CO 80133
James Benton (Treasurer)	163 Colorado Springs Circle Palmer Lake, CO 80133
Bonnie Tinker (Secretary)	7280 Osage Road Larkspur, CO 80118
Cindy Graff (Director)	289 Brook Ridge Ave Palmer Lake, CO 80133
Chris Cummins (Director)	14725 Roller Coaster Road Colorado Springs, CO 80126
Linda Vier	295 Park Street Palmer Lake, CO 80133

ARTICLE VII

Dissolution

Upon any liquidation, dissolution, or winding up of the Corporation's affairs, or upon the abandonment of the Corporations activities due to its impractical or inexpedient nature, the assets of the Corporation then remaining in the hands of the Corporation shall be distributed, transferred, conveyed, delivered and paid over to any other charitable organization (as defined herein) of this or any other state having a similar or analogous character or purposes, in some way associated with or connected with the corporation to which the property previously belong, or to the Town of Palmer Lake, in the sole discretion of the Directors.

ARTICLE VIII

By-Laws

The Corporation may, but is not required to, develop bylaws or make other rules or regulations provisions, or requirements, for the arrangement or conduct of the business of the Corporation, provided that the same may not be inconsistent with these Articles of Incorporation nor contrary to the laws of the State of Colorado or the United States.

ARTICLE IX

Liability of Directors

No Director or Officer shall be personally liable to the Corporation for monetary damages for any breach of fiduciary duty as a Director, except that no Director's liability to the Corporation for monetary damages shall be eliminated or limited on account of any of the following:

1. The Director's breach of the duty of loyalty to the Corporation;
2. Any acts or omissions of the Director not taken in good faith;
3. Acts or omissions of the Director involving intentional misconduct or a knowing violation of the law;
4. Any liability for unlawful distributions under C.R.S. §7-128-403 (relating to unlawful distributions);
5. Any other transaction from which the Director derived an improper personal benefit; or
6. Other acts for which indemnification of Directors is prohibited under the provisions of the Colorado Revised Nonprofit Corporation Act.

Nothing herein will be construed to deprive any Director of the right to all defenses ordinarily available to a Director nor will anything herein be construed to deprive any Director of any right for contribution from any other Director or other person.

Any repeal or modification of this Article shall be prospective only and shall not adversely affect any right or protection of a Director of the Corporation existing at the time of such repeal or modification.

ARTICLE X

Definitions

(a) As used herein, "Charitable Organization(s)" shall mean corporations, trust funds, foundations, community chests, or other legal entities, created or organized in the United States or in any of its possessions, whether under the laws of the United States, any state or territory, the District of Columbia, or any possession of the United States, organized and operated exclusively for charitable purposes, no part of the net earnings of which inures or is payable to or for the benefit of any private shareholder or individual, and no substantial part of the activities of which is carrying on propaganda or otherwise attempting to influence legislation and which do not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of any candidates for public office. It is intended that any "Charitable Organization" as defined in this Article shall be entitled to an exemption from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended or as may be further amended.

(b) The term "Charitable Purposes" shall be limited to and shall include only religious, charitable, scientific testing for public safety, literary, or educational purposes within the meaning of the terms used in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, but only such purposes as also constitute public charitable purposes under the laws of the State of Colorado and the United States, any other state or territory, the District of Columbia, or any possession of the United States.

ARTICLE XI

Amendments

Amendments to these Articles shall be adopted by a majority of the directors present at any regular or special meeting of the Board of Directors at which a quorum is present.

ARTICLE XII

Income-Revenues

(a) The Corporation shall distribute its income for each taxable year at such time and in such manner as not to become subject to tax on undistributed income as may be imposed by the Internal Revenue Code of 1986, as amended;

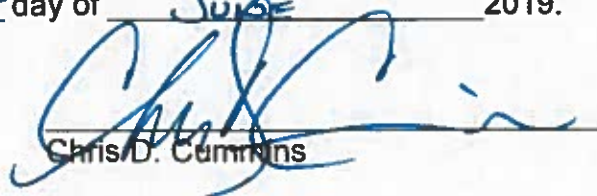
(b) The Corporation shall not engage in any act of self-dealing as defined in the Internal Revenue Code of 1986, as amended, or corresponding provisions of any subsequent federal tax laws.

(c) The Corporation shall not retain any excess business holdings as defined in the Internal Revenue Code of 1986, as amended, or corresponding provisions of any subsequent federal tax laws.

(d) The Corporation shall not make any investments in such manner as to subject it to tax under any provision of the Internal Revenue Code of 1986, as amended, or corresponding provisions of any subsequent tax law.

(e) The corporation shall not make any taxable expenditures as defined by the Internal Revenue Code of 1986, as amended, or corresponding provisions of any subsequent tax law.

IN WITNESS WHEREOF, the above-named incorporator has signed these Amended Articles of Incorporation, this 17th day of JUNE 2019.


Chris D. Cummins

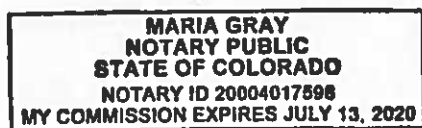
STATE OF COLORADO)
) ss.
EL PASO COUNTY)

The foregoing instrument was acknowledged before me this 17th day of JUNE, 2019, by Chris D. Cummins, as Incorporator.

My commission expires: JULY 13, 2020

(SEAL)


Notary Public



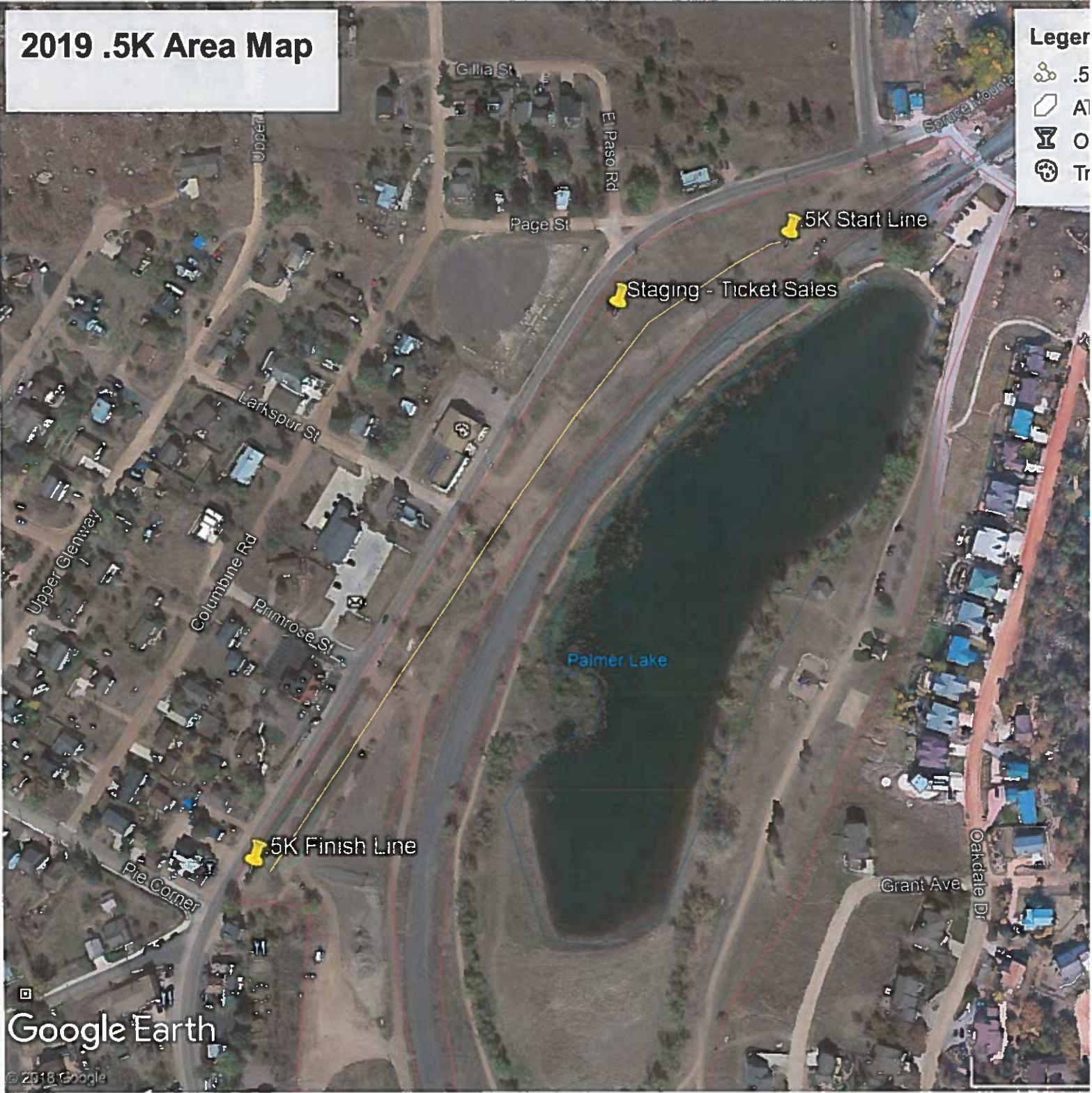
Consent of Registered Agent

The Undersigned consents to the appointment as registered agent of Palmer Lake Restoration Project, Inc.

Dated: JUNE 17, 2019


Chris D. Cummins, Registered Agent

2019 .5K Area Map



**LIABILITY QUOTATION
SCHEDULE OF PROPOSED
COVERAGES AND LIMITS**

Q2-2019-60320

Control Number: 60320

Applicant: Palmer Lake Restoration Project, Inc.

ADDITIONAL COVERAGES

Activities/Field Trips:

Event #	# of people	Description	Premium
1	10,000	July Fourth Celebration	\$1,000
2	100	Palmer Lake Try-athlon	\$75
3	500	.5K Run	\$150
4	400	Taste of Palmer Lake - Covered under E70	

Increased Aggregate \$59

General Liability subtotal: \$1,322

Liquor Liability Incl.

TOTAL LIABILITY PREMIUM: \$1,322



**ALLIANCE OF
NONPROFITS FOR
INSURANCE**

A Head for Insurance. A Heart for Nonprofits.

LIABILITY QUOTATION SCHEDULE OF PROPOSED COVERAGES AND LIMITS

Q2-2019-60320

Control Number: 60320

Applicant: Palmer Lake Restoration Project, Inc.

		<u>Limits</u>			<u>Limits</u>
General Aggregate	\$	2,000,000	Liquor Liability		
Products-Completed Operations Aggregate	\$	2,000,000	Aggregate/Common Cause		\$1,000,000/\$1,000,000
Personal/Advertising Injury	\$	1,000,000			
Each Occurrence	\$	1,000,000			
Damage to Premises Rented to You	\$	500,000			
Medical Expense	\$	20,000			

<u>Loc #</u>	<u>Address</u>	<u>ClassCode(s)</u>	<u>Exposure</u>	<u>Premium</u>
1	Mailing Address Only Palmer Lake, CO 80133	47366	33,600 (p)	\$19
		41670	15 (t)	\$19

AMI TODAY

AMI has been recognized as a top 100 nonprofit organization in the U.S. for the 10th year. This recognition is a testament to the hard work and dedication of the AMI staff and the support of our members. The 2019 AMI Top 100 list is available at www.ami.org/top100.

AMI's 2019 financial statements for 2018 are available for review at www.ami.org/financial. The 2019 financial statements show a strong financial position and a commitment to transparency.

**INDEX OF FORMS THAT WILL BE ATTACHED TO
THE POLICY IF COVERAGE IS BOUND**

Q2-2019-60320

APPLICANT: Palmer Lake Restoration Project, Inc.

FORM NUMBER/EDITION DATE

LIABILITY FORMS AND ENDORSEMENTS

Exclusion - Unmanned Aircraft	CG 21 09 06 15
Employment-Related Practices Exclusion	CG 21 47 12 07
Cap on Losses from Certified Acts of Terrorism	CG 21 70 01 15
Health or Cosmetic Services Exclusion	CG 22 44 04 13
Products/Completed Operations Hazard Redefined	CG 24 07 01 96
Amendment - Aggregate Limits of Insurance (Per Location)	CG 25 04 05 09
Liability Arising Out of Lead Exclusion	CG 77 94 04 93
Common Policy Conditions	IL 00 17 11 98
Colorado Changes - Cancellation and Nonrenewal GL	IL 02 28 09 07
Disclosure Of Premium for Certified Acts of Terrorism Coverage	IL 09 99 01 15

If coverage is bound as quoted, the forms shown on the index will be attached to the policy.

**INDEX OF FORMS THAT WILL BE ATTACHED TO
THE POLICY IF COVERAGE IS BOUND**

Q2-2019-60320

APPLICANT: Palmer Lake Restoration Project, Inc.

FORM NUMBER/EDITION DATE

DECLARATION PAGES AND SCHEDULES

Commercial General Liability Coverage Part Declarations	ANI-RRG-GL 04 01
Commercial Liquor Liability Coverage Part Declarations	ANI-RRG-LL 04 01
Commercial General Liability Class Code Schedule	SCHEDULE G 01 80
Commercial General Liability Location Schedule	SCHEDULE L 01 80

LIABILITY FORMS AND ENDORSEMENTS

Fiscal Sponsor Limitation	ANI-E069 GL 02 19
Professional Services Exclusion	ANI-E078 12 18
Member Criteria	ANI-RRG-E03 01 13
Fireworks Exclusion	ANI-RRG-E11 07 92
Nuclear Energy Liability Exclusion Endorsement	ANI-RRG-E12 05 92
Blood Testing Exclusion	ANI-RRG-E15 01 17
Asbestos Exclusion	ANI-RRG-E22 08 95
Additional Insured - Designated Person or Organization	ANI-RRG-E25 12 15
Waiver of Transfer of Rights of Recovery Against Others	ANI-RRG-E26 11 17
Property Damage to Personal Property in the Care, Custody or Control of the Insured	ANI-RRG-E28 01 99
Employee Personal Auto Reimbursement	ANI-RRG-E29 12 09
Mold, Fungus Exclusion	ANI-RRG-E33 01 17
Construction and Conversion Exclusion	ANI-RRG-E34 09 18
Nuclear, Chemical and Biological Hazard Exclusion	ANI-RRG-E42 01 17
Trampoline Bounce House Exclusion	ANI-RRG-E5 07 15
Liberalization - GL, SSP, EBL	ANI-RRG-E56 01 17
Volunteer Medical Payments	ANI-RRG-E60 07 12
Additional Insured - Primary and Non-Contributory Endorsement for Public Entities	ANI-RRG-E61 02 19
Additional Insured - Managers or Lessors of Premises	ANI-RRG-E67 08 17
Fundraiser and Event Endorsement	ANI-RRG-E70 03 19
Other Insurance - Coverage C	ANI-RRG-E72 01 17
Mental Anguish Endorsement	ANI-RRG-E74 03 14
Nonprofits' OWN Enhancement Endorsement	ANI-RRG-NPO-001 09 17
Improper Sexual Conduct and Physical Abuse Exclusion - GL	ANI-RRG-X1 06 18
Commercial General Liability Coverage Form	CG 00 01 04 13
Liquor Liability Coverage Form	CG 00 33 04 13
Additional Insured - Owners, Lessees or Contractors	CG 20 10 04 13
Additional Insured - State or Political Subdivisions - Permits	CG 20 12 04 13
Additional Insured - Mortgagee, Assignee or Receiver	CG 20 18 04 13
Additional Insured - Charitable Institutions	CG 20 20 11 85
Additional Insured - Volunteers	CG 20 21 07 98
Additional Insured - Designated Person or Organization	CG 20 26 04 13
Additional Insured - Lessor of Leased Equipment - Automatic Status - Lease	CG 20 34 04 13
Additional Insured - Owners, Lessees or Contractors - Completed Operations	CG 20 37 04 13

If coverage is bound as quoted, the forms shown on the index will be attached to the policy.

The Group

The Nonprofits Insurance Alliance Group of companies is governed by four independent but related boards of directors, including a majority of member-insureds. All organizations in this group exist only to serve 501(c)(3) tax-exempt nonprofit organizations and are also 501(c)(3) tax-exempt nonprofit organizations. At year-end 2016, the Nonprofits Insurance Alliance Group had a total surplus of \$185.2 million and total assets of \$443.7 million. Together, the organizations in the Nonprofits Insurance Alliance Group insure more than 17,000 nonprofits in 32 states and DC.

Financials for the group can be found on our website at www.insurancefornonprofits.org.

Risk Retention Groups and the Liability Risk Retention Act

What is the Liability Risk Retention Act?

The Liability Risk Retention Act (LRRA) is a federal law that was passed by Congress in 1986 to help U.S. businesses, professionals, municipalities and others obtain liability insurance, which had become either unaffordable or unavailable due to the “liability crisis” in the United States. Nonprofits, with little clout in the insurance marketplace, were hit particularly hard due to this crisis. During this time, many nonprofits were either nonrenewed by their insurers, charged exorbitant premiums or told to change their mission to fit a certain risk profile.

What is a Risk Retention Group?

A risk retention group (RRG) is a liability insurance company that is owned by its members. With Alliance of Nonprofits for Insurance, Risk Retention Group (ANI), the more than 6,000 nonprofits that it insures are its members. Under the Liability Risk Retention Act, RRGs must be licensed by one state. ANI is licensed by and domiciled in the state of Vermont. ANI chose Vermont as its state of domicile because it is known as the “gold standard” for regulating RRGs. Vermont is known as a thorough, but fair, regulator. Once licensed by its state of domicile, an RRG can insure members in all states in which it registers to do business. As insurance companies, typically RRGs retain a portion of the risk they underwrite.

Who forms Risk Retention Groups?

Risk retention groups are often formed from trade and professional associations, which serve as the sponsor for the RRG liability insurance program. RRGs can only include those engaging in a similar business or activities and having similar liability risk exposure. Alliance Member Services (AMS) is ANI’s sponsoring association and ANI can insure only 501(c)(3) nonprofit organizations.

What are the advantages of Risk Retention Groups?

Since risk retention groups are owned by their members, some key advantages relate to the control members obtain over their liability programs. This control often results in lower rates over the long term, broader coverage and stable rates. RRGs typically offer effective loss control/risk management programs leading to favorable loss experience for members and the group overall. ANI provides specialized coverages, claims service, loss

control and risk management resources focused only on the nonprofit sector. The Board of Directors of ANI is elected annually by the nonprofits insured by ANI.

What kinds of insurance coverage do Risk Retention Groups provide?

For risk retention groups, the type of insurance coverage permitted is set forth in the Liability Risk Retention Act's definition of "liability." This includes all types of third party liability, such as general liability, errors and omissions, directors and officers, medical malpractice, professional liability, products liability, commercial auto liability and so forth. The LRRRA does not extend to workers compensation, property insurance, or to personal lines insurance, such as homeowners and personal auto insurance coverage. ANI has a companion program with a property carrier to provide property coverage for its members.

Who regulates Risk Retention Groups?

Although the Liability Risk Retention Act is a federal law, it relies on the state of domicile insurance department for its implementation. The state in which the RRG is domiciled has regulatory authority over the risk retention group. ANI is regulated by the Department of Banking, Insurance, Securities, and Health Care Administration (BISHCA) in the state of Vermont.

How many Risk Retention Groups are there?

By early 2015, there were 233 risk retention groups operating in the United States, according to the *Risk Retention Reporter*.

How much premium do Risk Retention Groups generate?

According to surveys conducted by the *Risk Retention Reporter*, RRG's annual premium has increased from \$250.2 million in 1988 to an estimated \$2.5 billion in 2014. An average sized risk retention group writes between \$4 and \$8 million in gross premium. As such, ANI is larger than the average risk retention group.

ANI—A Risk Retention Group

Are ANI Members assessable?

No. ANI is a nonassessable entity. This means that nonprofits will never be asked to pay special fees above and beyond the premium for their insurance.

Are Risk Retention Groups part of any state guaranty fund?

Since the Liability Risk Retention Act is a federal law, RRGs are not part of state guaranty funds. ANI has chosen to maintain conservative financial ratios and maintain an A.M. Best rating to demonstrate its independent financial strength.

Does ANI have protection for large claims?

Yes. Like commercial insurance companies, ANI maintains a conservative surplus ratio and purchases “reinsurance” to cover large claims. ANI purchases reinsurance from for claims in excess of \$450,000 (including defense and indemnity). ANI is reinsured by a group of highly rated reinsurers.

What special advantages does ANI bring to the nonprofit sector?

ANI has demonstrated that nonprofits are better than average liability risks but are often improperly evaluated and priced by the commercial insurance market. Because of ANI’s extensive database about nonprofits’ insurance risks, we can price nonprofits appropriately for their individual risk. We have shown that, by working together, nonprofits can gain control of this important financial service, save money, stabilize product and pricing, and develop and implement valuable risk management tools to the benefit of the entire nonprofit sector. Sometimes commercial carriers will compete for nonprofit business and offer cheap rates during “soft markets,” but commercial insurers do not have the same commitment that ANI does to provide stable prices.

So what do ANI nonprofit insureds get by being insured by ANI?

As a 501(c)(3) tax-exempt nonprofit itself, ANI brings to nonprofits the confidence of knowing that they are insured by a company that is exclusively dedicated to the well-being of the nonprofit sector. ANI provides “inspired service” to nonprofits and their brokers—including full and fair coverage of claims and excellent loss control services. We represent the best of nonprofits working together. A member of the Nonprofits Insurance Alliance Group, whose companies together insure more than 16,000 nonprofits, ANI is part of, and accountable to the nonprofits it insures. Its founder, president and CEO, Pamela Davis, takes this accountability seriously. Call her direct line at 831-621-6018 with any questions. She and her staff are passionate about the nonprofit sector and the work of the companies in the Nonprofits Insurance Alliance Group and available to answer any questions you have. For more information visit www.insurancefornonprofits.org.

Other resources on risk retention groups: www.rrr.com; www.cicaworld.com and www.nrra.org



**ALLIANCE OF
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A Head for Insurance. A Heart for Nonprofits.

Quick Premium Billing/Payment and Commission Reference Sheet

Two Billing Options are Available:

Direct Bill Payment Plan:

The payment plan consists of nine installments billed over nine consecutive months. Installments are as follows:

- 20% of the annual premium due from policy issuance date billed on the first Member Statement.
- 8 monthly installments each equal to 10% of the annual premium.
- A simple interest charge equivalent to 3.00% APR will be applied each month to any unpaid balance (excluding Property and Accident premiums).
 - **EXAMPLE:** \$5,000 in total premium would have a down payment of \$1,000 with 8 installments of \$500. Total annual interest of \$45 would be charged if minimum premium payments were made each month.

Commissions paid to agency in full after the 20% down payment is received.

*Please note: any changes in premium will adjust the monthly installment amount. Alternately, the full balance can be paid at any time.

Agency Bill Payment Plan:

- Net balance due within 30 days of policy issuance.
- Billing Invoices are emailed to broker contact assigned to the account.

Paying Premium Online

Brokers and nonprofit clients can make payments online on our secure broker or member website. For Agency billed accounts multiple invoices can be paid at once online. For Direct billed accounts your clients can easily make a payment by going to the "Make a Payment" page of the member secure website.

Commission EFT Transfer

We prefer to process commission payments through Electronic Funds Transfer. To set this up simply log-in to the ANI broker secure area on our website then go to the Summary tab of the Broker Overview page and supply your banking information for this quick and easy way to receive future commission payments.

*Please note: only broker contacts with a designated role of "Administrator" will be able to access this function.

Also, please designate an Accounts Receivable contact to receive email confirmation of EFT payments. Details for current and past commission payments are also available for your review at any time on the ANI broker secure website by going to the Direct Bill tab of the Broker Overview page.

POLICYHOLDER DISCLOSURE

NOTICE OF TERRORISM INSURANCE COVERAGES

Terrorism Risk Insurance Act of 2002, as amended 2015 (TRIPRA)

This quotation offers coverage for Insurer's share of liability for loss caused by certified acts of terrorism as defined in the Terrorism Risk Insurance Program Reauthorization Act of 2015 (TRIPRA).

Coverage provided for losses resulting from certified acts of terrorism may be partially reimbursed by the United States government under a formula established by federal law. However, your policy may contain other exclusions which might affect coverage, such as an exclusion for nuclear events.

Under the formula, the United States government generally reimburses a specified percentage of covered terrorism losses exceeding the statutorily established deductible paid by the insurance company providing the coverage. The percentage of covered terrorism losses exceeding the deductible paid by the insurance company providing the coverage for which such insurance company will be reimbursed by the United States government is:

- 85% for losses occurring in 2015;
- 84% for losses occurring in 2016;
- 83% for losses occurring in 2017;
- 82% for losses occurring in 2018;
- 81% for losses occurring in 2019;
- 80% for losses occurring in 2020

The premium charged for the coverage quoted herein does not include any charge for that portion of any terrorism loss to be paid by the United States government.

TRIPRA contains a USD100 billion cap limiting United States government reimbursement as well as insurers' liability for losses resulting from certified acts of terrorism when the amount of such losses exceeds USD 100 billion in any one calendar year. If the aggregate insured losses for all insurers exceed USD100 billion, the coverage quoted herein may be reduced.

That part of the total premium amount quoted herein by Insurer that is attributed to coverage pursuant to TRIPRA is provided above in Premium section of quotation.

In the event that the Insured declines to purchase TRIPRA coverage, the policy will contain an Exclusion of Certified Acts of Terrorism.