



2020 Avon Volunteer Registration Form

Name: _____

Mailing Address: _____

Phone (home): _____ (wk): _____ (cell): _____

Email Address: _____

Our primary means of contacting you regarding dates, times, responsibilities, changes, etc. is via e-mail. If you do not have regular access to email, please notify us so that we can identify an alternative.

Please check one (1) of the volunteer pass options:

_____ A. Thirty-five (35) volunteer hours in exchange for one (1) individual Rec. Center pass activated for one (1) calendar year effective January 1 through December 31, 2020.

_____ B. Fifteen (15) volunteer hours in exchange for one (1) 25-punch card pass to the Rec. Center activated for one (1) calendar year effective January 1 through December 31, 2020.

Special Events Volunteer FAQ

Basic Duties: To assist in the set-up, production, tear-down and other duties as assigned for the Town of Avon owned and/or supported special events & festivals. In most cases, volunteers are needed on the day(s) of the event, however at times we are in need of volunteer assistance on the days prior or after an event. Please see the General Statement of Duties for details.

Who can apply?

Responsible adults over the age of eighteen (18) may apply.

What do I receive in exchange other than feeling good about myself?

Thirty-five (35) volunteer hours are required for one (1) individual pass to the Avon Recreation Center which is activated January 1, 2020 through December 31, 2020. Or, you may choose to do fifteen (15) volunteer hours which is good for one (1) 25-visit punch card pass.

How long are the shifts?

Depending on the event, you will be needed for anywhere between three (3) and nine (9) hours per event. **You must work a minimum of one (1) six-hour shift during the Salute the USA event on July 3rd and (1) six-hour shift during the Colorado Classic (TBD).**



2020 Avon Special Events & Festivals

Dates, Times, & Events Form

Name: _____

- ✓ All new volunteers must have 10 hours completed by no later than April 11, 2020.
- ✓ Please keep a copy of this registration form for your calendar/day timer/mobile phone
- ✓ Dates and times are subject to change at the C.A.S.E Managers discretion.

Listed below are the Special Event dates and times available to you to fulfill your 35 hours. Please check the events you would like to request. The times, shifts, and number of people required are subject to change.

EGG HUNT:

- Tuesday, April 7: (10am-2pm/4 hrs.) **TEN PEOPLE**
- Wednesday, April 8: (10am-2pm/4 hrs.) **TEN PEOPLE**
- Saturday, April 11: (8am-1:30pm/5.5 hrs.) **TEN PEOPLE**

AVON LIVE!:

- Wednesday, June 17: (3p-9:30p/6.5 hrs.) **THREE PEOPLE**
- Wednesday, June 24: (3p-9:30p/6.5 hrs.) **THREE PEOPLE**
- Wednesday, July 8: (3p-9:30p/6.5 hrs.) **THREE PEOPLE**
- Wednesday, July 15: (3p-9:30p/6.5 hrs.) **THREE PEOPLE**
- Wednesday, July 22: (3p-9:30p/6.5 hrs.) **THREE PEOPLE**
- Wednesday, July 29: (3p-9:30p/6.5 hrs.) **THREE PEOPLE**
- Wednesday, August 5: (3p-9:30p/6.5 hrs.) **THREE PEOPLE**
- Wednesday, August 19: (3p-9:30p/6.5 hrs.) **THREE PEOPLE**
- Wednesday, August 26: (3p-9:30p/6.5 hrs.) **THREE PEOPLE**

AVON ARTIST MARKET:

- Wednesday, June 17: (1pm-5pm/4 hrs.) **TWO PEOPLE**
- Wednesday, June 24: (1pm-5pm/4 hrs.) **TWO PEOPLE**

- Wednesday, July 8: (1pm-5pm/4 hrs.) **TWO PEOPLE**
- Wednesday, July 15: (1pm-5pm/4 hrs.) **TWO PEOPLE**
- Wednesday, July 22: (1pm-5pm/4 hrs.) **TWO PEOPLE**
- Wednesday, July 29: (1pm-5pm/4 hrs.) **TWO PEOPLE**
- Wednesday, August 5: (1pm-5pm/4 hrs.) **TWO PEOPLE**
- Wednesday, August 19: (1pm-5pm/4 hrs.) **TWO PEOPLE**
- Wednesday, August 26: (1pm-5pm/4 hrs.) **TWO PEOPLE**

VAIL VALLEY BREW FEST IN AVON:

- Saturday, June 27: 3pm-9pm/6 hrs.) **FIVE PEOPLE**

SALUTE TO THE USA: (MANDATORY EVENT)

- Friday, July 3: (11am-6pm/6hrs) **ALL HANDS-ON DECK**
- Friday, July 3: (6pm-12am/6hrs) **ALL HANDS-ON DECK**

TRIPPLE BY-PASS:

- Saturday, July 11: (8AM-12PM/4 hrs.) **EIGHT PEOPLE**
- Saturday, July 11: (12pm-4pm/4 hrs.) **EIGHT PEOPLE**
- Saturday, July 11: (4pm-8pm/4 hrs.) **EIGHT PEOPLE**

X-TERRA:

- Saturday, July 18: (7am-3pm/8hrs) **FIVE PEOPLE**

AVON ARTIST CELEBRATION:

- Friday, July 24: (9PM-1PM/4 hrs.) **FOUR PEOPLE**
- Friday, July 24: (1pm-6pm/5 hrs.) **FOUR PEOPLE**
- Saturday, July 25: (9PM-1PM/4 hrs.) **FOUR PEOPLE**
- Saturday, July 25: (1pm-6pm/5 hrs.) **FOUR PEOPLE**
- Sunday, July 26: (9PM-1PM/4 hrs.) **FOUR PEOPLE**
- Sunday, July 26: (1pm-6pm/5 hrs.) **FOUR PEOPLE**

DANCING IN THE PARK:

- Monday, August 3: (1pm-5pm/4 hrs.) **FOUR PEOPLE**
- Monday, August 3: (5pm-9pm/4 hrs.) **FOUR PEOPLE**
- Thursday, August 6: (1pm-5pm/4 hrs.) **FOUR PEOPLE**
- Thursday, August 6: (5pm-9pm/ 4 hrs.) **FOUR PEOPLE**

COLORADO CLASSIC: (MANDATORY EVENT)

- Thursday, August 27: **TBD** (More than likely 2 shifts starting at 10am ending no later than 5pm)
- Friday, August 28: **TBD**

COMMUNITY PICNIC:

- Thursday, September 17: (9am-2pm/5 hrs.) **TEN PEOPLE**
- Thursday, September 17: (5pm-10pm/5 hrs.) **TEN PEOPLE**

MAN OF THE CLIFF:

- Friday, October 9: (9am-12pm/ 3 hrs.) **TWO PEOPLE**
- Saturday, October 10: (7:30am-12pm/ 5 hrs.) **FIVE PEOPLE**
- Saturday, October 10: (11:45pm-6pm/ 5 hrs.) **FIVE PEOPLE**
- Sunday, October 11: (8:30am-12pm/ 4 hrs.) **FIVE PEOPLE**
- Sunday, October 11: (12pm-4pm/ 4 hrs.) **FIVE PEOPLE**
- Sunday, October 11: (4pm-9pm/ 5 hrs.) **FIVE PEOPLE**

We are currently vetting the following additional events which may provide additional volunteer hours. They are as follows:

- **APRES AVON CLOSING PARTY:** Saturday April 11
- **S.U.P RACE/LAKE PARTY:** Friday August 7; Saturday August 8; Sunday August 9
- **BEST OF THE WEST:** TBD



Special Event Volunteer General Duties, Supervision & Requirement's

General Statement of Duties:

- Assists with the set-up, operation and tear down of the Town's Special Events. Perform related duties and responsibilities as required.

Supervision Received:

- Works under the direct supervision of the Cultural, Arts and Special Events Manager and the Special Events Coordinator. In addition to the companies, individuals and third-party producers hired by the Town to provide services and/or equipment for special events.

Work Environment:

- Work is mainly outside, under varied weather conditions, hours and days (including weekends and holidays). Volunteers are required to wear closed toed shoes or weather appropriate foot wear (no flip flops) and the vest, hat and/or t-shirt provided by the Town of Avon.
- Single use plastic bottles (including but not limited to water, sports and energy drinks, juice, tea and coffee drinks, etc.) are prohibited.

Required Abilities

- Must be physically and mentally able to perform prolonged periods of labor in extreme weather conditions
- Must be able to lift 50 pounds
- Ability to effectively communicate
- Must be eighteen years of age or older

Requirements

- All new volunteers must volunteer for a minimum of ten (10) hours prior to April 11, 2020 in order to retain their pass.
- All volunteers are required to work at least one six-hour (6) shift during *Salute to the USA* on Friday, July 3rd and one six-hour (6) shift for the Colorado Classic (TBD). If you have concerns regarding this requirement, please let me know as quickly as possible.
- If you need to reschedule/cancel a shift which you have previously signed up for, you must notify the Special Events Coordinator ten (10) days prior to the event shift.
- If you fail to report to an event shift you have signed up for, your Recreation Center pass will be deactivated immediately and remain inaccessible until the next event you are scheduled to work.

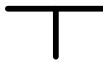
- If you fail to report a second time, your pass will be revoked, and you will not be allowed back into the volunteer program.
- If we have to cancel an event or the specific duty/shift you have signed up for and been approved for, we will do our best to notify you within ten (10) days prior to the scheduled event date. If we are unsuccessful in supplying the cancellation information to you within ten (10) days of the event or the specific duty/shift you will be granted the hours you were scheduled to work.

I understand the description of this volunteer position as given above. I also understand that all of the duties are not described above and that I will perform those above and other related duties as directed. I have read and agree to the General Duties and Requirements as described above.

Print Name: _____

Signature: _____

Date: _____



Consent to Request Consumer Report & Investigative Consumer Report Information

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Applicant's First Name or Initial

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Last Name

I understand that _____ Town of Avon _____ ('COMPANY') will use **Sterling InfoSystems Inc., 249 West 17th Street, New York, NY 10011, (877) 424-2457** to obtain a consumer report and/or investigative consumer report ("Report") as part of the hiring process. I also understand that if hired, to the extent permitted by law, COMPANY may obtain further Reports from STERLING so as to update, renew or extend my employment.

I understand **Sterling InfoSystems Inc.'s** ("STERLING") investigation may include obtaining information regarding my credit background, bankruptcies, lawsuits, judgments, paid tax liens, unlawful detainer actions, failure to pay spousal or child support, accounts placed for collection, character, general reputation, personal characteristics and standard of living, driving record and criminal record, subject to any limitations imposed by applicable federal and state law. I understand such information may be obtained through direct or indirect contact with former employers, schools, financial institutions, landlords and public agencies or other persons who may have such knowledge. If an investigative consumer report is being requested, I understand such information may be obtained through any means, including but not limited to personal interviews with my acquaintances and/or associates or with others whom I am acquainted.

The nature and scope of the investigation sought is indicated by the selected services below: **(Employer Use Only)**

- | | | |
|--|---|--|
| <input type="checkbox"/> Criminal Background Check | <input type="checkbox"/> Education Verification | <input type="checkbox"/> Sex Offender Search |
| <input type="checkbox"/> SSN Trace | <input type="checkbox"/> Employment Verification | <input type="checkbox"/> OFAC/Terrorist Watch List |
| <input type="checkbox"/> Motor Vehicle Report | <input type="checkbox"/> Personal Reference | <input type="checkbox"/> Fraud & Abuse Control Info System (FACIS®) |
| <input type="checkbox"/> Consumer Credit Report | <input type="checkbox"/> Professional License/Certification | <input type="checkbox"/> Office of Inspector General Sanctions (OIG) |
| <input type="checkbox"/> Other Please List: | | |

I acknowledge receipt of the attached summary of my rights under the Fair Credit Reporting Act and, as required by law, any related state summary of rights (collectively "Summaries of Rights").

This consent will not affect my ability to question or dispute the accuracy of any information contained in a Report. I understand if COMPANY makes a conditional decision to disqualify me based all or in part on my Report, I will be provided with a copy of the Report and another copy of the Summaries of Rights, and if I disagree with the accuracy of the purported disqualifying information in the Report, I must notify COMPANY within five business days of my receipt of the Report that I am challenging the accuracy of such information with STERLING.

I hereby consent to this investigation and authorize COMPANY to procure a Report on my background.

In order to verify my identity for the purposes of Report preparation, I am voluntarily releasing my date of birth, social security number and the other information and fully understand that all employment decisions are based on legitimate non-discriminatory reasons.

The name, address and telephone number of the nearest unit of the consumer reporting agency designated to handle inquiries regarding the investigative consumer report is:

Sterling Infosystems, Inc. | 249 W 17th St. 6th Floor, New York, NY 10011 | 877-424-2457 | or | 5750 West Oaks Boulevard, Ste. 100 Rocklin, CA 95765 | 800-943-2589 |

California, Maine, Massachusetts, Minnesota, New Jersey & Oklahoma Applicants Only: I have the right to request a copy of any Report obtained by COMPANY from STERLING by checking the box. (Check only if you wish to receive a copy)

California, Connecticut, Maryland, Oregon, Vermont and Washington State Applicants Only (AS APPLICABLE): I further understand that COMPANY will not obtain information about my credit history, credit worthiness, credit standing, or credit capacity unless: (i) the information is required by law; (ii) I am seeking employment with a financial institution (California, Connecticut and Vermont only – in California the financial institution must be subject to Sections 6801-6809 of the U.S. Code and in Vermont it must be a financial institution as defined in 8 V.S.A. § 11101(32) or a credit union as defined in 8 V.S.A. § 30101(5)); (iii) I am seeking employment with a financial institution that accepts deposits that are insured by a federal agency, or an affiliate or subsidiary of the financial institution or a credit union share guaranty corporation that is approved by the Maryland Commissioner of Financial Regulation or an entity or an affiliate of the entity that is registered as an investment advisor with the United States Securities and Exchange Commission (Maryland only); (iv) I am seeking employment in a position which involves access to confidential financial information (Vermont only); (v) I am seeking employment in a position which requires a financial fiduciary responsibility to the employer or a client of the employer, including the authority to issue payments, collect debts, transfer money, or enter into contracts (Vermont only); (vi) COMPANY can demonstrate that the information is a valid and reliable predictor of employee performance in the specific position being sought or held; (vii) I am seeking employment in a position that involves access to an employer's payroll information (Vermont only); (viii) **the information is substantially job related, and the bona fide reasons**



for using the information are disclosed to me in writing, (complete the question below) (Connecticut, Maryland, Oregon and Washington only);(ix) I am seeking employment as a covered law enforcement officer, emergency medical personnel, firefighter police officer, peace officer or other law enforcement position (California, Oregon and Vermont only - in Oregon the police or peace officer position must be sought with a federally insured bank or credit union and in Vermont the law enforcement officer position must be as defined in 20 V.S.A. § 2358, the emergency medical personnel must be as defined in 24 V.S.A. § 2651(6), and the firefighter position must be as defined in 20 V.S.A. § 3151(3)); (x) the COMPANY reasonably believes I have engaged in specific activity that constitutes a violation of law related to my employment (Connecticut only); (xi) I am seeking a position with the state Department of Justice (California only); (xii) I am seeking a position as an exempt managerial employee (California only); and/or (xiii) I am seeking employment in a position (other than regular solicitation of credit card applications at a retail establishment) that involves regular access to all of the following personal information of any one person: bank or credit card account information, social security number, and date of birth,, I am seeking employment in a position that requires me to be a named signatory on the employer's bank or credit card or otherwise authorized to enter into financial contracts on behalf of the employer, I am seeking employment in a position that involves access to confidential or proprietary information of the Company or regular access to \$10,000 or more in cash (California only).

Bona fide reasons why COMPANY considers credit information substantially job related (complete if this is the sole basis for obtaining credit information) or in California and Vermont the COMPANY'S basis for the credit check.

NY Applicants Only: I also acknowledge that I have received the attached copy of Article 23A of New York's Correction Law. I further understand that I may request a copy of any investigative consumer report by contacting STERLING. I further understand that I will be advised if any further checks are requested and provided the name and address of the consumer reporting agency.

California Applicants and Residents: If I am applying for employment in California or reside in California, I understand I have the right to visually inspect the files concerning me maintained by an investigative consumer reporting agency during normal business hours and upon reasonable notice. The inspection can be done in person, and, if I appear in person and furnish proper identification; I am entitled to a copy of the file for a fee not to exceed the actual costs of duplication. I am entitled to be accompanied by one person of my choosing, who shall furnish reasonable identification. The inspection can also be done via certified mail if I make a written request, with proper identification, for copies to be sent to a specified addressee. I can also request a summary of the information to be provided by telephone if I make a written request, with proper identification for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or directly charged to me. I further understand that the investigative consumer reporting agency shall provide trained personnel to explain to me any of the information furnished to me; I shall receive from the investigative consumer reporting agency a written explanation of any coded information contained in files maintained on me. "Proper identification" as used in this paragraph means information generally deemed sufficient to identify a person, including documents such as a valid driver's license, social security account number, military identification card and credit cards. I understand that I can access the following website <http://sterlinginfosystems.com/privacy> to view STERLING'S privacy practices, including information with respect to STERLING'S preparation and processing of investigative consumer reports and guidance as to whether my personal information will be sent outside the United States or its territories.

Signature:

Today's Date:



Para informacion en espanol, visite www.ftc.gov/credit o escribe a la **FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identify theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call


 PRINT CHARACTERS LIKE THIS
ABCDE 98765

 CORRECT INCORRECT

if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Consumer Help (FRCH) P O Box 1200 Minneapolis, MN 55480 Telephone: 888-851-1920 Website Address: www.federalreserveconsumerhelp.gov Email Address: ConsumerHelp@FederalReserve.gov
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center, 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation, Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture



VOLUNTEER ACTIVITIES
RELEASE AND INDEMNIFICATION AGREEMENT
2020 SPECIAL EVENTS

PARTICIPANT MUST READ ENTIRE AGREEMENT CAREFULLY BEFORE SIGNING

I, the undersigned participant ("**Participant**") acknowledge and agree that I am volunteering services to the Town of Avon ("**Town**") gratuitously and of my own free will, without any express or implied promise by Town for remuneration, compensation or benefits, including insurance, and shall not be considered an employee of the Town for any reason whatsoever. In consideration for being permitted to perform the below-described volunteer activities for the Town of Avon, I hereby acknowledge, represent, and agree as follows:

A. Activities to be performed: Duties related to the set-up, operation and tear down of the Town's special events.

I understand that said activities are or may be dangerous and do or may involve risks of injury, loss, or damage. I further acknowledge that such risks may include but not be limited to bodily injury, personal injury, sickness, disease, death, and property loss or damage. I acknowledge that such risks may arise from a variety of foreseeable and unforeseeable circumstances connected with the use of the activities.

B. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, I hereby expressly assume all such risks of injury, loss, or damage to me or to any third party arising out of or in any way related to the above-described activities, whether or not caused by the act, omission, negligence, or other fault of the Town, its officers, its employees, or by any other cause.

C. By signing this **RELEASE AND INDEMNIFICATION AGREEMENT**, I further hereby waive, and exempt, release, and discharge the Town, its officers, its employees, insurers and self-insurance pool from, any and all claims, demands, and actions for such injury, loss, or damage, arising out of or in any way related to the above-described activities, whether or not caused by the act, omission, negligence, or other fault of the Town, its officers, its employees, or by any other cause, excepting only the willful and wanton conduct of the Town's officers or employees.

D. I further agree to defend, indemnify and hold harmless the Town, its officers, employees, insurers, and self-insurance pool, from and against all liability, claims, and demands, including any third party claim asserted against the Town, its officers, employees, insurers, or self-insurance pool, on account of injury, loss, or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any way related to my actions, omissions, negligence or other fault while performing the above-described activities.

E. I understand, acknowledge and agree that the Town, its officers, and its employees are relying on, and do not waive or intend to waive by any provision of this **RELEASE AND INDEMNIFICATION AGREEMENT**, the monetary limitations (presently \$387,000 per person in any single occurrence,

\$1,093,000 for two or more persons in any single occurrence provided except that in such instance no persons may recover in excess of \$387,000) or any other rights, immunities, and protections provided by the Colorado Governmental Immunity Act, C.R.S. §24-10-101 *et seq.*, as amended, or otherwise available to the Town, its officers, or its employees.

F. I understand, acknowledge and agree I will not be covered by the Town's worker's compensation coverage while engaged in the performance of the above described activities.

G. I understand, acknowledge and agree that this **RELEASE AND INDEMNIFICATION AGREEMENT** shall be governed by the laws of the State of Colorado, and that jurisdiction and venue for any suit or cause of action under this Agreement shall lie in the courts of Eagle County, Colorado.

H. This **RELEASE AND INDEMNIFICATION AGREEMENT** shall be effective as of the date set forth below and shall be binding upon me, my successors, representatives, heirs, executors, assigns, and transferees.

BY SIGNING BELOW I AGREE THAT I HAVE READ EVERY PROVISION, UNDERSTAND THIS RELEASE AND INDEMNIFICATION AGREEMENT AND AGREE TO ITS TERMS.

PARTICIPANT SIGNATURE AND DATE:

Participant's Signature: _____ Date: _____

Participant - Print Name: _____

IF PARTICIPANT IS UNDER 18 YEARS OLD, PARENT SIGNATURE AND DATE:

By signing below, I acknowledge that I am the parent of the above-named Participant as the term "parent" is defined in C.R.S. Section 13-22-107(2) (b), and I hereby waive and release any prospective claim of the Participant against the Town, its officers, and its employees for negligence, to the extent provided in C.R.S. Section 13-22-107(3), in connection with the above-described activities.

Parent's Signature: _____ Date: _____

Parent - Print Name: _____

STANDARDS OF CONDUCT

1. The Town is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex (including pregnancy), color, religion, creed, ancestry, national origin, disability, sexual orientation (including transgender status), marital status or any other status protected by federal, state or local law. Employment decisions are based on merit and business needs. The Town is committed to providing a work environment that is free of discrimination and unlawful harassment.
2. All employees of the Town of Avon are prohibited from being at work while under the influence of alcohol, marijuana or illegal drugs. Employees are also prohibited from being impaired in his or her ability to perform his or her job through the use of prescription drugs or other impairing substances
3. The Town of Avon prohibits workplace intimidation, threats, or violent acts. This includes, but is not limited to: intimidating, threatening or hostile behaviors; physical and/or verbal abuse; vandalism; arson; sabotage; use of weapons; carrying weapons onto our premises; or any other act, which in management's opinion, is inappropriate in the workplace. In addition, bizarre or offensive comments regarding violent events and/or behavior are not tolerated.
4. No employee shall accept gifts, gratuities or any item of value in violation of the Town Code of Ethics. Employees should also consider the appearance of accepting any gift. The Town Code of Ethics requires disclosure of gifts with a value in excess of fifty dollars (\$50) to the Town Council and a Town Council determination whether such gift constitutes a conflict of interest. When in doubt, seek advice from the department director.
5. Employees are responsible to abide by all applicable safety rules and regulations. The Human Resources Director or designee is responsible for developing, maintaining and distributing employee safety policy and procedures handbook. The Town expects employees to do his or her job in a manner consistent with individual personal safety, that of fellow employees, and in compliance with the safety handbook or other safety directives of the department director.
6. Employees will protect confidential information that may damage the Town in negotiations, settlements, or other items not considered public information. Employees are prohibited from using confidential information for personal gain. Employees are also subject to the Town Code of Ethics with regard to unauthorized disclosure or use of confidential information. Unauthorized disclosure or use of confidential information may result in discipline, including termination of employment, as well as personal liability for damages to the Town arising from such authorized disclosure or use.
7. Occasionally, performance or other behavior fails to meet the Town's standards and expectations. The direct supervisor shall first advise the department director, or in the case of

STANDARDS OF CONDUCT

a department director, the Town Manager, when this occurs, and, then, when appropriate, shall notify and consult with the Human Resources Director on potential disciplinary actions. Disciplinary actions can range from a formal discussion with the employee about the matter to immediate discharge.

8. Regardless of an employee's position with the Town, punctuality and regular attendance are essential for the efficient operation of business. Employees are expected to be uniformed or attired properly for his or her particular work area by the official start of the workday.
9. In the interest of maintaining a workplace that is safe and free of violence, the Town prohibits the possession or use of concealed or unconcealed dangerous weapons on Town property or premises, regardless of whether or not the person is licensed to carry the weapon. Possession of concealed dangerous weapons without a valid permit is illegal.
10. The Town is committed to maintaining a working environment free of harassment (unlawful or otherwise) and which is sensitive to the diversity of its employees. In doing so, the Town prohibits sexual harassment and harassment because of age, race, sex (including pregnancy), color, religion, national origin, disability, sexual orientation (including transgender status), marital status, or any other legally protected status.



Special Events Volunteer Safety & Emergency Guidelines

The safety and emergency guidelines have been put together to help our volunteers in potentially volatile situations, as well as to alleviate any confusion, which can sometimes occur at special events during high stress situations. It is always helpful to be prepared in case of an emergency or even a minor mishap.

Generally, if there is ever a situation in which you feel threatened, unsafe, uncomfortable, or are generally uncertain about, contact the C.A.S.E Manager or the Special Events Coordinator immediately, either by radio (if applicable) or cell phone. If you do not have a radio or cell phone, find someone who does to assist you.

- C.A.S.E Manager cell: 970-471-9137
- Special Events Coordinator cell: 970-331-5698

Please be sure to take note of the following situations:

- In case of an emergency do not hesitate to first call 911 followed by C.A.S.E Manager, Special Events Coordinator or Incident Command Center (if applicable)
- Be prepared to provide the basic information such as nature of the problem, location of the problem, call back information, etc.
- In most cases there will be a Medical, Security and/or Information tent located on festivals grounds to act as a central source for information, lost & found, and minor first-aid needs. The location varies depending on the event – please refer to the volunteer information packet provided either prior to the event via email or during sign-in for your shift.
- If there is a lost child/parent reported to any event staff or volunteer, you should call the C.A.S.E Manager, Special Events Coordinator and/or should be announced over the radio which will be monitored at Incident Command (if applicable) and relayed accordingly. You should stay in the exact place where child/parent was found.
- Guests who have lost keys/cell phone or other items should be directed the information tent or event box office (if applicable) and in most cases. If the item(s) is not at one of the locations, advise the guest to check with the event promoter via social media or website the following day. If the guest is unsuccessful, they may contact the Avon Police Department.

- If a guest has tripped and/or fallen and has a minor scrape or bruise, direct them to the medical, security or information tent on festival grounds where there will be a small first aid kit. If the injury looks serious do not hesitate to call 911 immediately. Otherwise, radio or call the C.A.S.E Manager or Special Events Coordinator who will call the Incident Command Center or Security personnel if warranted.
- If you witness a fight, illegal and/or drunken/disruptive behavior, please do not intervene EVER! Immediately radio/call the C.A.S.E Manager or Special Events Coordinator who will call Incident Command or Security personnel.
- ***Dogs are not allowed at special events EVER! If you see a guest with a dog inside event grounds, please address the guest and ask them kindly to remove their dog from the event grounds or call/radio the C.A.S.E Manager or Special Events Coordinator for assistance.***



Radio Usage Guidelines for Special Events

When using a Town radio, please abide by the following guidelines:

1. Before transmitting, make certain that you are on the proper channel: “P & G Channel 2” on the Motorola XPR7550 model radio.
2. Always listen before you transmit to see if someone else is talking; if you hear a low tone when pressing the button, your message was not transmitted.
3. Have your radio positioned so that you can hear the activity and your name if called; do not keep it in a back pack, inside coat, lying on a chair, etc. where you are unable to hear it.
4. Remember that we share the radio waves with Public Works staff.
5. When calling out over the radio, first state your name and then identify the person you are requesting to respond. Ex: If you are trying to reach *Mikaela*: “Your name, for Mikaela” - my response will be “Go for Mikaela”.
6. Keep radio traffic to a minimum.
7. Only authorized Town personnel can use Town radios; vendors, performers, bar staff, etc. are not authorized unless advised otherwise by the C.A.S.E Manager or the Special Events Coordinator.
8. The radio is to be used for official Town business only; no joking or horseplay while communicating via radio.
9. Never leave a radio unattended; they are very expensive to replace!
10. Radios are a very important part of running a successful event; please treat them with respect and return them at the end of your shift.



Please be aware of the following rules which apply to all patrons of Harry A. Nottingham Park & Pavilion

- ALL DOGS MUST BE LEASHED. NO DOGS ALLOWED IN THE WATER.
- PETS ARE NOT ALLOWED AT SPECIAL EVENTS.
- NO SWIMMING, HUNTING, ARCHERY, GOLF, AIRCRAFT OR FIREARMS ALLOWED.
- NO PERSON AGE 16 AND OVER SHALL ENGAGE IN FISHING IN THE PARK OR SPECIAL EVENT AREA WITHOUT A VALID COLORADO FISHING LICENSE.
- NO DRIVING OR PARKING ON THE BIKE PATHS WITHOUT SPECIFIC PERMISSION.
- NO PERSON SHALL DRIVE, RIDE, OR OPERATE AT ANY TIME ANY MOTORIZED VEHICLE OR MOTORIZED DEVICE OF ANY TYPE WITHIN THE PARK OR SPECIAL EVENT AREA.
- POSSESSION OR CONSUMPTION OF ALCOHOLIC BEVERAGES IS NOT ALLOWED UNLESS YOU OBTAIN THE PROPER PERMITS.
- NO OVERNIGHT CAMPING.
- NO OPEN FIRES EXCEPT FOR COMBUSTION OF CHARCOAL IN FIREPITS OR GRILLS.
- NO PERSONAL FIREWORKS.
- NO AMPLIFIED SOUND WITHOUT A PERMIT.
- DAMAGES TO THE PARK AND ALL CLEAN-UP ARE THE RESPONSIBILITY OF THE USER.



Discrimination & Harassment Policy & Procedure

AUTHORITY: This Policy and Procedure is issued in accordance with the Employee Handbook, which authorizes the Town Manager to change or amend the Handbook at any time, at his discretion.

PURPOSE: The purpose of this Policy is to maintain a positive working environment free of unlawful harassment and which is sensitive to the diversity of its employees.

POLICY: It is the goal of the Town to prohibit discrimination and harassment of any kind because of age, race, sex, color, religion, national origin, disability, or any other legally protected status. This policy applies to all employees including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

ADA Accommodations

The Town complies with the Americans with Disabilities Act, as amended. Accordingly, in compliance with the Act, the Town of Avon will make reasonable accommodations for qualified individuals with disabilities unless doing so would result in an undue hardship to the Town. This policy governs all aspect of employment, including, but not limited to, application, selection, job assignment, compensation, discipline, termination and access to benefits and training. If you require an accommodation, contact the Human Resources Director.

Equal Employment Opportunity

The Town is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex (including pregnancy), color, religion, creed, ancestry, national origin, disability, sexual orientation (including transgender status), marital status or any other status protected by federal, state or local law. Employment decisions are based on merit and business needs. The Town is committed to providing a work environment that is free of discrimination and unlawful harassment.

What is “Sexual Harassment?”

Sexual harassment includes any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature when:

- a. Submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting the individual; or,
- c. The conduct has the purpose or effect of unreasonably interfering with the individual's performance or of creating an intimidating, hostile, or offensive working environment.

The types of behaviors that constitute sexual harassment may include:

- a. Unwelcome sexual flirtations, advances or propositions;
- b. Derogatory, vulgar or graphic written or oral statements regarding one's sexuality, gender, or sexual experience;
- c. Unnecessary touching, patting, pinching or attention to an individual's body;
- d. Sexual compliments, innuendoes, suggestions, or jokes; or,
- e. The display of sexually suggestive pictures or objects.

Sexual harassment may be obvious or subtle.

All employees are expected to comply with this policy and take appropriate measures to ensure that such conduct does not occur.

Unlawful Harassment

The Town is committed to maintaining a working environment free of any harassment, whether unlawful or not, and which is sensitive to the diversity of its employees. In doing so, the Town prohibits sexual harassment and harassment because of age, race, sex, color, religion, national origin, cred, ancestry disability, sexual orientation, marital status, or any other legally protected status.

Unlawful harassment includes unwelcome verbal or physical conduct that has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Unlawful harassment will not be tolerated. Prohibited behavior includes, but is not limited to, the following:

- a. Written form such as cartoons, email, posters, drawings, or photographs;
- b. Verbal conduct such as threats, epithets, derogatory comments, slurs, or jokes; and,
- c. Physical conduct such as assault or blocking an individual's movements.

This policy applies to all employees including managers, department directors, supervisors, co-workers, and non-employees such as customers, clients, vendors, independent contractors, consultants, etc.

General Complaints:

An employee that has an interpersonal general complaint or grievance concerning another employee is encouraged to first address such complaint or grievance with that employee. If an employee is not able to resolve a complaint or grievance directly with another employee, or is not comfortable approaching another employee, then such employee may report the complaint or grievance to his or her immediate supervisor.

An employee who has a complaint concerning non-compliance with these employee policies, Town policies or practices, or other matters should first report such complaint to his or her direct supervisor.

If the matter is not resolved within a reasonable time, then such employee should report the complaint to the director of his or her department. If the matter is not resolved within a reasonable time, then such employee should report the complaint to the Human Resources Director. If the complaint involves the Human Resources Director or the Town Manager, then the Town Attorney should be notified.

Complaints of Discrimination, Harassment or Retaliation

Any employee who is the victim of, who observes, or who learns about a workplace harassment incident, including sexual harassment, involving another Town employee, a supervisor, a Town official, a vendor, or a visitor to the Town's offices **must report the incident in accordance with these procedures.**

Any employee who believes he or she has been the victim of discrimination, harassment or retaliation should report the alleged act immediately to the Human Resources Director.

If the report involves the Human Resources Director, or if the employee is for some reason uncomfortable approaching the Human Resources Director, the employee should instead speak directly to the Town Manager. If the report involves the Town Manager, the employee should speak directly with the Town Attorney. The Town Manager or Human Resources Director shall notify the Town Attorney of any received reports.

The Town will investigate every complaint of discrimination or harassment. All complaints will be handled confidentially to the extent practicable and appropriate, in order to protect the privacy of persons involved. The Town Attorney may interview the person making a report and other individuals with relevant knowledge to understand the specific facts, circumstance and allegations. The Town Attorney will determine the scope of the investigation in consultation with the Human Resources Director and/or Town Manager as appropriate, including whether an independent investigator or attorney is warranted. If the report of discrimination or harassment involves the Town Manager, the Town Attorney shall consult with the Avon Town Council.

If the investigation substantiates the complaint, appropriate corrective or disciplinary action will be taken, which can include terminating a person's employment. Even if the investigation produces insufficient evidence to support the complaint, there will be no discrimination or retaliation against the individual who reported it in good faith, or against any person who truthfully and in good faith participated in the investigation.

An employee who makes a complaint knowing that the complaint is based on false allegations or who knowingly provides untruthful information during an investigation or refuses to cooperate in an investigation in bad faith is subject to discipline, up to and including termination of employment.

Every employee is encouraged to raise any questions or concerns regarding this policy with the Human Resources Director, who will seek the assistance of the Town Manager and/or Town Attorney, as appropriate. It is Town's policy to encourage the reporting of all perceived incidents of harassment, regardless of the position of the alleged offender.

All employees will be protected from coercion, intimidation, retaliation, interference, or discrimination for making a report of harassment in good faith or for participating in an investigation. The Town prohibits retaliation against an employee for making a complaint under this policy or for assisting in a complaint investigation. If you perceive that you have been, or may be, subjected to coercion, intimidation, interference, discrimination or other forms of retaliation for making a complaint or for your participation in a harassment investigation, please follow the complaint procedure outlined herein.

Unlawful Activity Complaint

If an employee has knowledge, or reasonably suspects, that another employee is engaged in unlawful activity while performing duties on behalf of Town or related to such duties, such employee shall immediately report such conduct to the department director and the Human Resources Director, who will consult with the Town Manager and/or Town Attorney, as appropriate. Note that if the complaint indicates that criminal or unlawful activity may have taken place, the Town has a legal obligation to involve appropriate law enforcement.