

OPERATING THE FLYING CAROUSEL OF THE DELTA BREEZE

PREPARATION – Running Fundraisers

1. Bring at least \$20 (20 single dollar bills) in change, some \$5 & \$10 bills can also be helpful. Be sure to pay yourself back. A money apron and additional instructions are in a bag hanging on the door of the central hub of the carousel. Please return it to the same hook when closing.
2. There is no electricity. Bring a portable speaker and your own music source.

OPENING

1. Arrange for one adult to arrive @8:30 am - a half hour before opening time, to request the keys from Farmers' market staff. The volunteer will go to the south end (by 3rd Street) of the Market to the booth where they sell Market T-shirts and bags and ask for the carousel keys. Volunteer will take the keys, unlock the Carousel (3 gate locks, 2 bike cover locks, and 1 interior lock on chain in center hub) and immediately return the keys to market staff at the same location to prevent loss. Locks should be left open so no key is required for closing.
2. All other volunteers should arrive at the Carousel at least 15 minutes before opening time (opening time is usually 9:00 a.m. on Saturdays). The volunteers should help set up (see below). All volunteers should read the posted Guidelines. Decide who will take the donations and give that person the money apron.

Set up as follows:

- a. Remove the yellow cycle cover by sliding to the north side (may require 2 people) and place inside the metal fencing. Lean it securely against the iron fence with protruding bars turned toward the fence to prevent a tripping hazard.
- b. Place gate locks in the small storage space in front of the bicycle to prevent loss.
- c. Arrange yellow stanchion poles and chain to form an entrance line. Place the first poles up against the bicycle to deter kids from darting directly into the Carousel. The entrance is south of the cycle. The exit is north of the cycle.
- d. Use the metal stanchions to block the exit as it is important that children don't run into the exit while the carousel is rotating.
- e. Stand dry erase board outside to announce the school program you represent and the \$1 donation per ride. Decorate as desired.
- f. Remove bike seat from central hub storage area, slide into position from the rear of the seat bar on the bike frame and tighten at desired distance for pedaler.
- g. Make sure all seatbelts are on animals and functioning properly. If a belt is not functioning properly, do not allow children to use that animal and notify carousel@davisschoolsfoundation.org There are extra belt materials in the gray bin inside the central hub for emergency use. They are not sewn, so need to be knotted if used.

OPERATION

1. There must be at least three people running the Carousel at all times. The three volunteers can be composed of a minimum of one adult and two children as long as all children are at least 12 years old.

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2. One person will stand at the entrance taking donations and two will help children onto the animals (please don't let kids climb up by using the animal legs as a foothold as this is very damaging to the animals) and ensure seatbelts are fastened. Monitor the entrance and exit at all times while the carousel is spinning to ensure children do not enter and risk being hit while the carousel is moving.
3. One of the helpers can then pedal the carousel. If needed, a cyclist can be drawn from the crowd. The bicycle is relatively easy to pedal, but young cyclists must be supervised for speed and safety.
4. Ride time should be @3 minutes each round. Pedaler should start gently, gradually increasing speed.
5. A donation of \$1 is asked per ride, however if a child wants a ride for less, please honor the request one time as long as they are accompanied by an adult.
6. All riders must wear a seat belt (excluding the chariot which does not have a seatbelt). All riders must stay seated at all times.
7. **No adult may ride, even in the chariot.** The Carousel may not stay balanced with riders over 100 pounds. Enforcing this rule can be the most challenging part of running the carousel. ***Please enforce this.*** Point to the rules if necessary and explain that we've had malfunctions over the years and it's important to protect the delicate mechanisms.
8. Except for one volunteer who may wish to remain safely inside the carousel to observe and be available in an emergency, **non-riders must remain outside the fence while kids ride.** No one should ever be allowed to walk or run along inside the Carousel fence, it is too dangerous and a significant liability if anyone should get injured. ***Do not pedal the carousel if anyone other than a volunteer is inside the gates.***
9. **IMPORTANT:** There is not currently a hand brake for the carousel. To stop, discontinue pedaling and let the carousel complete a couple of rotations. When it has slowed considerably, wait until **the tomato chariot crosses over the ramp and grasp the yellow bars**, stepping backwards and bringing the carousel to a full stop.

CLOSING

1. The Carousel should never be left unattended while unlocked. Please put everything away. Place the stanchions close to the center hub but not inside the interior cabinet. Replace yellow bike cover and double-check all locks are fully engaged. There are **3** gate locks, **2** bike cover locks and **1** interior lock and chain inside the center hub of the carousel (see diagrams with additional instructions).
2. Two people should count the receipts and agree on the total. An adult should take the cash and deliver to the teacher/staff member in charge on the next school day.

How to secure the carousel - Step 1: Interior Lock

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The interior chain must be placed carefully over a top spoke (#1) and then draped down and under the support arm (#2) as in the photo above. Be careful to avoid damaging or disengaging the bicycle chain (#3) that drives the carousel. The lock (#4) should be attached so the chain fits snugly (note: lock looks different from the one pictured).



Interior key:

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How to secure the carousel - Step 2: Exterior Locks



Exterior key:
(May be brass or silver)



After the interior chain is in place and all items have been secured inside the carousel, replace and lock the yellow metal bike cover. **Slip locks into place before locking** to ensure all can be installed. These locks (#1 and #2) should be inserted so lock is facing up to facilitate unlocking.

Next **slip on the 3 gate locks (#3, #4 and #5) and make sure all fit into place before locking** since an adjustment may be needed. Double-check to ensure all locks are fully engaged and the carousel is secure.