



2016
PARK USAGE APPLICATION
 Permit subject to appropriate fees and deposits

<u>Staff Use Only</u>
Date _____
Time _____
Initials _____

Rev. 13 January 2016

Park:	Shelter:	Type of Event:
Date of Event:	Day of Event:	M T W TH F SA SUN
# of people expected:	Organization/Group:	
Person in Charge:	Phone (day):	
Street Address:	Phone (eve):	
City / Zip:	Cell:	

EVENT	RENTAL TIMES (includes set-up and take-down) _____ (am/pm) TO _____ (am/pm)
	<input type="checkbox"/> Community/Special Event, <u>using open park space only</u> , Please specify area: _____

PARK/FACILITY	PLEASE CHECK APPLICABLE ITEMS: <i>(A City Organized Event Permit may be required based on information you provide. For more information please call 303.289.3683)</i>
	<input type="checkbox"/> Alcohol – 3.2% beer (glass bottles prohibited) <i>(Permit required at ALL City parks)</i>
	<input type="checkbox"/> Non-Profit Organization <i>(501(c) required)</i>
	<input type="checkbox"/> Entertainment provided, please specify: _____
	<input type="checkbox"/> Sound system or public address system <i>(A sound permit may be required based on the information you provide.)</i>
<input type="checkbox"/> Fundraiser/Selling item or service, Charging admission fee or participation fee, please describe: _____	
<input type="checkbox"/> Equipment to be brought into park (i.e. canopy up to 2 with a maximum size of 10x10) - all equipment and sizes must be noted on rental form or deposit will be forfeited: _____	
NOTE – Due to liability and safety concerns, private party rental groups are prohibited from bringing inflatable play structures (“bounce houses,” “bouncy castles,” etc.) into Commerce City Parks - Deposit will be forfeited.	
<input type="checkbox"/> Other: _____	
MUST CONTACT PARKS SUPERVISOR PRIOR TO PLACEMENT OF EQUIPMENT. SAND BAGS PREFERRED. NO STAKES WITHOUT ADVANCE WRITTEN PERMISSION.	

SIGNATURE	PERMIT HOLDER MAY BE RESPONSIBLE FOR PROVIDING THE FOLLOWING: Portable restrooms, additional trash receptacles
	User Agreement: By signing below, I certify that I have reviewed the City’s policies regarding the use of City facilities and agree to be responsible for any damage or injury caused by the use of the rental facility. The event or gathering shall be held in an orderly manner and all applicable laws of the State of Colorado and ordinances of the City of Commerce City will be obeyed.

SIGNATURE	I agree to indemnify and hold harmless the City, its officers, employees, and agents, from and against all claims, demands, or damages arising out of the applicant’s use of the park and, if required, to provide general liability insurance described below.
	I further certify that I am 18 years of age or older and have read and acknowledge and agree to the Parks Rental Terms and Conditions on the reverse side of this form.
	Signature of Applicant: _____ Date: _____

INSURANCE	OFFICE USE ONLY
	<input type="checkbox"/> REQUIRED - User must provide: (1) general liability insurance (including damage to premises rented) on a primary basis in the amount of \$1,000,000/occurrence; and (2) a certificate of insurance naming the City of Commerce City as an additional insured.
	<input type="checkbox"/> NOT REQUIRED

APPROVALS	Rental # _____	Organized Event # _____
	_____	_____
	Commerce City Recreation	Commerce City Parks

**RULES AND REGULATIONS PERTAINING TO ALL GROUPS
USING COMMERCE CITY PARKS AND FACILITIES**

- A. Application should be submitted at least two (2) weeks prior to desired rental date along with \$100 security deposit per shelter. Application forms may be picked up and returned to the Recreation Center, 6060 Parkway Drive, Commerce City 80022. For more information call 303-289-3789.
- B. RENTAL HOURS: 8am to 10pm. ALL activities (including take-down) must cease no later than 10pm.
- C. CLEANING/DAMAGE: **All users/organizations will be held responsible for the condition of the area(s) they use.** Should any damage be incurred as a result of any user/organization renting any field or facility, such user/organization will be charged for the actual repair costs related to the damage. Park shelters and restroom facilities must be left in a clean and orderly condition.
- D. VEHICLES: Vehicles are prohibited from driving or parking on turf areas or walkways. **Applicants will forfeit their security deposit if policy is violated.** (Exceptions by advance written approval and under the direction of the Parks Division).
- E. SHELTER CAPACITY: Shelters are limited to 75 people per shelter.
- F. GLASS: Glass containers are not allowed in City Parks.
- G. SMOKING: Effective April 1, 2011, in accordance with the Commerce City Revised Municipal Code, Section 7-1014, smoking is prohibited in city parks, trails, open spaces and recreation facilities, with the exception of any areas of park property that are designed and intended for the parking of automobiles.
- H. SIGNS/BANNERS: **Tying signs and banners to trees or other park structures is strictly prohibited.** Signs/banners are not permitted in parks without a *Temporary Sign Permit*. Please call 303.289.3683 for more information.
- I. NOISE REGULATION: It is UNLAWFUL for any person to make, continue, or cause to be made, or continued, any noise which exceeds the limits established by Chapter 13.5-1 - *Loudspeaker/public address system means any machine or device used for the amplification of a human voice, music or any other sound, or by which the human voice, music or any other sound is amplified. To include radios, musical instruments, tape recorders, and similar devices.*
- J. DOGS: Dogs must be kept on a leash at all times.
- K. CONDUCT: All persons making use of any public park shall at all times conduct themselves in an orderly manner and shall not conduct themselves in a loud, boisterous or unseemly manner or in such fashion to disturb, be offensive or annoy other users of the park or residents adjacent thereto.
- L. DROUGHT CONDITIONS: In drought conditions, the Parks Division reserves right to cancel any reservation or enforce regulations as mandated by the State of Colorado, Adams County, and Commerce City. A full refund will be provided.
- M. GRILLS: Authorized grills must be a minimum of twelve inches (12") above ground level. Tabletop grills are prohibited.
- N. SPRINKLERS: Please note that the sprinkler systems may be on at the park, but away from the shelter.
- O. WEATHER POLICY: In the event of inclement weather, you may reschedule within the same rental season at no extra fee. Weather cancellations will be refunded, less a \$25 administrative fee. **NO CASH REFUNDS.** The Registration desk must be notified no later than the first business day after the rental by phone 303.289.3789 (leave complete message with return phone number) or email dkaza@c3gov.com.

If you have concerns the day of your rental, please contact the Recreation Center at 303.289.3760. Recreation Hours on Saturdays and Sundays are from 8:00am – 5:30pm. If someone is occupying the shelter when you arrive and refuses to leave please call the Police Department, 911.

THE PARKS & RECREATION DEPARTMENT RESERVES THE RIGHT TO REFUSE THIS APPLICATION OR REVOKE ANY PERMIT SHOULD THESE RULES AND REGULATIONS NOT BE COMPLIED WITH.

FEE SCHEDULE: A \$100 REFUNDABLE DEPOSIT AND FEES MUST BE PAID TWO WEEKS PRIOR TO RENTAL DATE. ANY CANCELLATION LESS THAN 7 DAYS WILL BE ASSESSED A 50% CANCELLATION FEE (EXCEPT FOR WEATHER) CANCELLATIONS THE DAY OF THE EVENT IS NOT PERMITTED. YOU WILL BE CHARGED THE FULL AMOUNT OF THE RENTAL (WEATHER CANCELLATIONS ARE EXCLUDED). REFUNDS ARE USUALLY PROCESSED BY THE CITY WITHIN 2 WEEKS OF THE DATE OF THE EVENT. THE CITY WILL ISSUE ONE CHECK OR CREDIT A CHARGE ACCOUNT. NO CASH REFUNDS.

Non-profit and youth organizations may apply for reduced fees, which will be reviewed on an individual basis. Groups must submit a detailed letter of request. Individuals may complete and return a Scholarship Application Form.

For ball field rental information please call 303.289.3763 or 303.289.3789.

For additional Park Information, Rules/Regulations and fees go to <http://www.c3gov.com/pages/recreation/index.html>.