



**2016**  
**TRAIL USAGE APPLICATION**  
Permit must be turned in 8 weeks prior to event date  
Permit subject to appropriate fees, deposits and insurance

<b><u>Staff Use Only</u></b> Date _____ Time _____ Initials _____
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Rev. Jan 13, 2016

**APPLICANT:**

Name: \_\_\_\_\_ Person to contact: \_\_\_\_\_

Organization/Business: \_\_\_\_\_ Non Profit? Yes  No

Address: \_\_\_\_\_ Email: \_\_\_\_\_  
*Street Number City State Zip*

Telephone: \_\_\_\_\_ Fax #: \_\_\_\_\_ Cell or work #: \_\_\_\_\_

On-site Contact Person during the event: \_\_\_\_\_

Cell/pager #: \_\_\_\_\_

**CHECK ALL THAT APPLY:**

Type of Use:  Run/Walk Event  Bike Event  Fundraiser  Community Event  
 Other (Describe): \_\_\_\_\_

Event Title: \_\_\_\_\_

Estimated Peak Attendance: Participants \_\_\_\_\_ Spectators \_\_\_\_\_ Total attendance \_\_\_\_\_

Location: \_\_\_\_\_

Requested Event Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Requested Event Hours: From: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm

Requested Setup Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ am/pm

Requested Dismantle Date: \_\_\_\_\_ Completion Time: \_\_\_\_\_ am/pm

Provide a detailed description of the event: \_\_\_\_\_  
\_\_\_\_\_

Provide a detailed description of parking for the event: \_\_\_\_\_  
\_\_\_\_\_

Describe security for event, including the name, address and telephone number of any professional security organization that will be used: \_\_\_\_\_  
\_\_\_\_\_

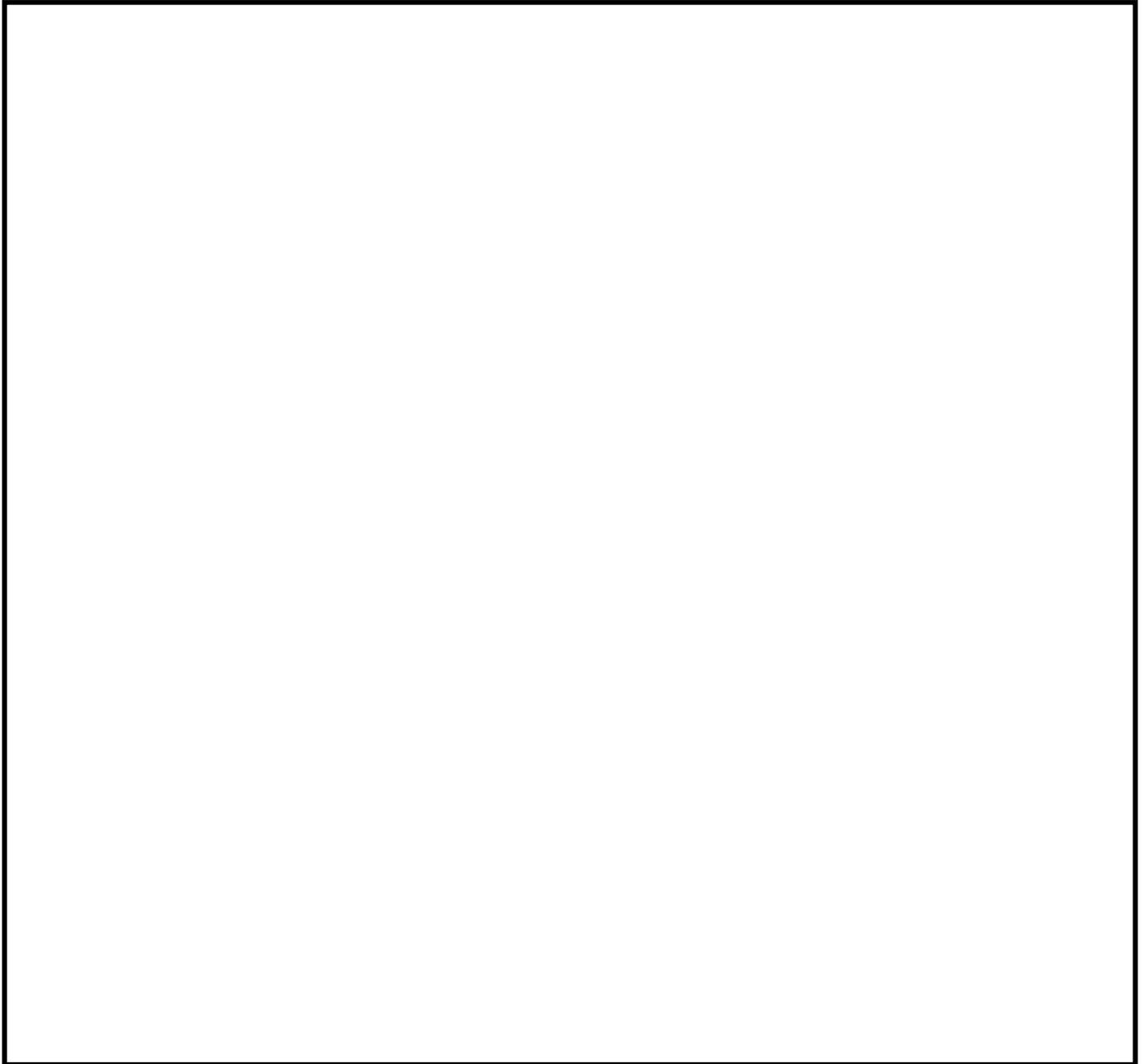
Describe arrangements for providing first aid: \_\_\_\_\_  
\_\_\_\_\_

Describe event clean-up and waste removal: \_\_\_\_\_  
\_\_\_\_\_

**PROVIDE A SITE PLAN:** (attach a separate sheet if necessary, such as a Google map)

On the site plan, please include and label the following information:

- |   |  |
|---|--|
| <input type="checkbox"/> Adjacent streets and buildings   | <input type="checkbox"/> Cones and directional flags/arrows    |
| <input type="checkbox"/> North arrow  | <input type="checkbox"/> Number of parking stalls provided     |
| <input type="checkbox"/> Stages or grandstands or related structures  | <input type="checkbox"/> Parking areas and driveway entrances  |
| <input type="checkbox"/> Location of existing structures and any proposed temporary structures and their uses | <input type="checkbox"/> PA/Sound system and lighting          |
| <input type="checkbox"/> Any proposed fencing   | <input type="checkbox"/> Location and size of signs or banners |
| <input type="checkbox"/> Restroom facilities or portable toilets  | <input type="checkbox"/> Trash containers or dumpsters         |
| <input type="checkbox"/> Generators or source of electricity  | <input type="checkbox"/> Booths or exhibit areas               |
| <input type="checkbox"/> Tables, canopies, etc  | <input type="checkbox"/> Vehicles or trailers                  |
|   | <input type="checkbox"/> Other: _____                          |



If street closures are proposed a Commerce City Organized Event Permit (OEP) must be obtained from the Community Development Department and completion of Road Closure Request packet with approval by Public Works Department of the street closure(s) must be obtained concurrently and attached to the Organized Event Permit.

	<u>Yes</u>	<u>No</u>
1) Will a canopy or other structure be erected on site? (OEP) _____ Sandbags only – No Stakes	<input type="checkbox"/>	<input type="checkbox"/>
2) Will electricity or a generator be needed on site? (Circle one) (OEP)	<input type="checkbox"/>	<input type="checkbox"/>
3) Will a fence be constructed? (OEP)	<input type="checkbox"/>	<input type="checkbox"/>
4) Will food or drink be available on site?	<input type="checkbox"/>	<input type="checkbox"/>
5) Will 3.2 % beer be available on site? (Permit to Consume required)	<input type="checkbox"/>	<input type="checkbox"/>
6) Will a band or amplified sound be on site? (OEP)	<input type="checkbox"/>	<input type="checkbox"/>
7) Will restrooms be available on site? ( <i>Must include portable toilet and hand washing facilities</i> )	<input type="checkbox"/>	<input type="checkbox"/>
8) Will goods or services be sold on site? (OEP)	<input type="checkbox"/>	<input type="checkbox"/>
9) Will admission, entry, vendor, or participant fees be charged? (OEP)	<input type="checkbox"/>	<input type="checkbox"/>
10) Will there be lighting used for illumination at night? (OEP)	<input type="checkbox"/>	<input type="checkbox"/>
11) Will there be any signs or banners? (Temporary Sign Permit required)	<input type="checkbox"/>	<input type="checkbox"/>
12) Is the site located on a developed parking lot?	<input type="checkbox"/>	<input type="checkbox"/>
13) Does the event involve a moving route of any kind?	<input type="checkbox"/>	<input type="checkbox"/>
14) Do you have a business license with Commerce City? If yes, please indicate the license number: _____	<input type="checkbox"/>	<input type="checkbox"/>
15) Other: _____ _____ _____		

Note: Items marked (OEP) may require and Organized Event Permit.

**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.

I agree to indemnify and hold harmless the City, and its officers, employees and agents, from and against all claims, demands, or damages arising out of the use of the facility and, if required, to provide general liability insurance, described below.

I further certify that I am 21 years of age or older and have read and acknowledge the Trails Rental Terms and Conditions on the reverse side of this form.

I further understand due to certain requirements a Commerce City Organized Event Permit may be required.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY:**

**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, with any required endorsement.

**NOT REQUIRED**

**APPROVALS:**

Rental Permit # \_\_\_\_\_ Organized Event Permit # \_\_\_\_\_

\_\_\_\_\_  
*Commerce City Recreation Div.*

\_\_\_\_\_  
*Commerce City Parks Div.*

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

- A. Application should be submitted at least eight (8) weeks prior to desired rental date along with security deposit. 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. For emergencies call 911.
- B. RENTAL HOURS: Dawn to Dusk. The Parks & Recreation Department reserves the right to limit hours due to planned activities at the event and/or location of trail(s) to be used.
- 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 trail/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. CONDUCT: All persons making use of any public trail/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 to or annoy other users of the trail/park or adjacent residents/businesses.
- E. TRAIL USE: Trails are for walking, jogging, biking, horseback riding and other non-motorized activities. Respect the rights of other trail users regardless of their speed, level of skill or method of travel. Please be friendly and slow down when approaching other trail users. Stay on the right side of trails, expect when passing. Use only half of the trail whether you are solo or in a group.
- F. MOTOR VEHICLES: **Only authorized motor vehicle access is allowed. Patrons will forfeit their security deposit if policy is violated.** (Authorization by advance written approval and under the direction of the Parks Department).
- G. TRAIL CONDITIONS: Trails/facilities must be left in a clean and orderly condition. Please keep the trail clean and liter free. Take your trash with you or find a proper waste container.
- H. PROHIBITED ITEMS/ACTIONS: The following items and actions are prohibited: fires, smoking, weapons, glass containers, harassing wildlife, cutting or removing trees, flowers or vegetation, overnight parking.
- I. SMOKING: 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, pursuant to the Commerce City Revised Municipal Code, Section 7-1014.
- J. 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.
- K. 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 the Commerce City Revised Municipal Code, Section 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.*
- L. PETS: Pets must be on a leash at all times and owners must remove pet droppings.
- M. ALCOHOL: Permits to Consume (for 3.2 beer) are required for trails and will only be issued for special events.
- N. WEATHER POLICY: In the event of inclement weather, you may reschedule in the same season at no extra fee, pending availability. Refunds will be charged a \$25 administrative fee. 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 #) or email [dkaza@c3gov.com](mailto:dkaza@c3gov.com).

THE PARKS, RECREATION & GOLF DEPARTMENT RESERVES THE RIGHT TO REFUSE OR REVOKE THIS APPLICATION or PERMIT WITHOUT REFUND SHOULD THESE RULES AND REGULATIONS NOT BE COMPLIED WITH.

**FEE SCHEDULE: A 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.

To report maintenance issues on the trails, please call the Commerce City Parks & Recreation Department, Monday - Friday at 303-289-8111. For additional Park Information, Rules/Regulations and fees go to <http://www.c3gov.com/pages/recreation/index.html>.

**Commerce City Parks & Recreation  
And Dick's Sporting Goods Park**

**Agreement to use of Property**  
(This form to be completed by event group)

Event Title: \_\_\_\_\_

Event Date: \_\_\_\_\_ Start time: \_\_\_\_\_ End Time: \_\_\_\_\_

Total Participants: \_\_\_\_\_

Areas to be used: \_\_\_\_\_

We Kroenke Sports, agree to let \_\_\_\_\_,  
use Dick's Sporting Goods Park (outlined in the attached document) as a shared usage with the  
City of Commerce City's Prairie Gateway Open Space.

- With or
- Without General liability insurance naming KSE as additional insured.

\_\_\_\_\_  
Kroenke Sports Representative - Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Kroenke Sports Representative - Print name/Title

Kroenke Sports Representative  
Brian Theobald  
303-727-3764  
[BTheobald@dsgpark.com](mailto:BTheobald@dsgpark.com)

Dick's Sporting Goods Park  
6000 Victory Way  
Commerce City, CO 80022

Trail Permit #: \_\_\_\_\_



**Commerce City Parks & Recreation  
And Rocky Mountain Arsenal National Wildlife Refuge**

**Notification of event at  
Prairie Gateway Open Space Trail**

(This form to be completed by Commerce City Parks & Recreation Department staff)

Event Title: \_\_\_\_\_

Event Date: \_\_\_\_\_ Start time: \_\_\_\_\_ End Time: \_\_\_\_\_

Total Participants: \_\_\_\_\_

Notified Name/print : \_\_\_\_\_

Title/print : \_\_\_\_\_

of the Rocky Mountain Arsenal National Wildlife Refuge that Gateway Road will be used on the dates and times noted above.

\_\_\_\_\_ Gateway Road will be closed from Prairie Parkway to the RMA Wildlife entrance.

\_\_\_\_\_ Gateway Road will not be closed but traffic guards will be used to stop traffic as runner approach intersection of the trail and road.

\_\_\_\_\_ Other: \_\_\_\_\_

Commerce City Staff who notified RMA: \_\_\_\_\_

Date notified: \_\_\_\_\_

Notified by: Phone: \_\_\_\_\_ V-Mail: \_\_\_\_\_ Email: \_\_\_\_\_ Other: \_\_\_\_\_

RMA National Wildlife Refuge Representative  
Cindy Souders - Manager

RMA National Wildlife Refuge  
6550 Gateway Road  
Commerce City, CO 80022

Trail Permit #: \_\_\_\_\_



## **Trails - Fees and Deposits - 2016**

### **Fees**

Resident based nonprofit/charity event - \$2.00 per person

Resident event - \$2.50 per person

Nonresident based nonprofit/charity event - \$3.00 per person

Nonresident event - \$3.50 per person

For Profit based events - \$4.00 per person

(1000 participants/runners is maximum number of participants allowed at Prairie Gateway Open Space Trail.)

### **Deposits**

Damage deposit - \$1.00 per person - up to 1,000 participants max, minimum deposit is \$100.

Larger deposit will be charged for events that have alcohol, canopies, bands, etc.

### **Alcohol Permit for Special Events**

Resident - .25 per person – up to 1,000 participant's max., Minimum fee of \$25

Nonresident - .35 per person – up to 1,000 participant's max., Minimum fee of \$35

Note: Groups are allowed to host one (1) event per calendar year at the Prairie Gateway Open space. The City of Commerce City will only allow a maximum of six (6) events at Prairie Gateway Open Space per calendar year.

**Commerce City Parks & Recreation  
Trails Information  
Check-off Sheet**

\_\_\_\_\_ Trail Permit

\_\_\_\_\_ Fees and Deposits

\_\_\_\_\_ Liability Insurance - \$1,000,000/Occurrence Minimum (endorsed for City as additional insured)

\_\_\_\_\_ Map Routes of 5K

\_\_\_\_\_ Street Closure – Roadway Closure Permit

\_\_\_\_\_ City Licenses – Vendors/Sales Tax info

\_\_\_\_\_ Dick’s Sporting Goods Park – Contacts/Permission

\_\_\_\_\_ Rocky Mtn Arsenal Wildlife Refuge – Contacts/Permission

\_\_\_\_\_ 1<sup>st</sup> Aid Contacts – SACVFD

\_\_\_\_\_ Safety/Traffic Control/Street Guards

\_\_\_\_\_ Port-O-Lets – contacts

\_\_\_\_\_ Dumpster/Trash – Contacts

\_\_\_\_\_ Signs/Cones

\_\_\_\_\_ Set-up of registration, vendors, bands/DJ,

\_\_\_\_\_ Electric/Generators

Event Number: \_\_\_\_\_. Note – Maximum of 6 events per year at PGW Open Space.