

THINGS YOU NEED TO KNOW FOR YOUR PARK USE:

- A minimum \$100 refundable security deposit must be submitted with your Park Application. Larger deposits may be required for events that include alcohol, canopies, bands, multiple shelters, etc.
- ***SHELTER RENTAL FEES (SEPARATE FROM THE DEPOSIT) MUST BE PAID TWO WEEKS PRIOR TO RENTAL DATE. ANY CANCELLATION LESS THAN 7 DAYS BEFORE USE WILL BE ASSESSED A 50% CANCELLATION FEE.***
- **Electricity outlet is complementary to the shelter and not part of the fee or a paid service. While we will do what we can to check power sources, we cannot and do not guarantee power availability.**
- Park lights are scheduled to turn on at dusk; this includes shelter lighting and parking lot lights.
- Make sure your application is completely and accurately filled out and signed.
- If you are bringing equipment or large items into the park they must be listed on your application, i.e. canopies, etc. Additional Fees may apply. *All equipment must be noted on rental form or deposit will be forfeited.*
- Read the rules and regulations on the back side of the application. **You are responsible for following these. You may also find this information at <https://recreation.c3gov.com/parks-trails/park-property-rules>.**
- Have your Park Permit with you on the day of your event. If your shelter is occupied by another party on the day of your event, contact the Commerce City Police Department by dialing 911.
- **Rental Hours:** 8am to 10pm. ALL activities must cease no later than 10pm. *The public is prohibited from being in any park between the hours of 11pm and 5am unless otherwise posted, or when the park has been fenced, locked, and/or temporarily closed to public use except as authorized.*
- Please bring additional trash bags with you, as the trash receptacles tend to fill up quickly. You may leave tied trash bags by the trash receptacles for pick up. Repair or clean up beyond normal use will be billed to applicant based on cost of service .
- **JUMPING CASTLES/BOUNCE HOUSES ARE NOT ALLOWED IN CITY PARKS, deposit will be forfeited.**
- Piñatas are discouraged. If used, you are responsible for clean up and you must bring your own pole. Piñatas are not to be hung from trees, shelters, or other park structures.
- Vehicles are prohibited from driving or parking on turf areas or walkways. **You will forfeit your security deposit if policy is violated.** (Exceptions only by advance written approval and under the direction of the Parks Division.)
- 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.
- SPRINKLERS: Please note that the sprinkler systems may be on at the park, but away from the shelter.
- **Park Property Usage for Facilities:** No charge or fee for use of a park or area designated for park usage shall be made to the public. No admission shall be charged to participate in any event, including but not limited to: lessons, clinics, tournaments, shows, exhibits, etc. unless a permit has been authorized by the Department of Parks, Recreation & Golf.

Weather Policy: In the event weather prevents your park use, you may reschedule at no extra fee within the same rental season. 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 eramirez@c3gov.com or dkaza@c3gov.com if you wish to reschedule or request refund.

**Due to current PRG staff shortages, park shelters will be minimally cleaned prior to your arrival. Please come prepared to clean the shelter to your satisfaction. We also recommend bringing your own toilet paper for san-o-lets and restrooms. We apologize for this inconvenience.

If you have any questions, please contact the following people during normal business hours:

For application/rental questions	Elia Ramirez	303.289.3789
	Denise Kaza	303.286.6837
For Athletic field/Pioneer rentals	Miguel Chavez	303.289.3706

