



# PARK FACILITY PERMIT

This Reservation must be in the possession of the person conducting the event on location and shall be shown to any official of the City of Greeley upon request. For a site-related issue after hours/weekends, call (970) 371-3774.

**Playgrounds and restrooms must remain accessible to the public at all times**

**APPLICATIONS ARE SUBJECT TO FURTHER REVIEW BEFORE FINAL APPROVAL**

Date Requested: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Type or purpose of event: \_\_\_\_\_ Public \_\_\_\_\_ Private \_\_\_\_\_

Approximate number of participants: \_\_\_\_\_ Organization: (if applicable): \_\_\_\_\_

Applicant Name: (Please Print) \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Will tents *larger* than 10 x 10 be used?  Yes  No *If yes, contact the Parks Division at 970-350-9390 at least 5 business days prior to event. Renter is also required to check the Park Use Section and pay the additional \$50 fee.*

**PARK SHELTER PERMIT - \$75.00**

**PARKS SHELTER PERMITS ONLY: Will an inflatable\* be used?**  Yes  No

**(NO STAKES ALLOWED, SANDBAGS ONLY) \*Only ONE inflatable allowed with paid shelter permit.**

**\*Proof of Insurance is required at time of reservation\***

**Location:** (##) denotes approximate seating capacity of shelter

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Anna Gimmestad (20)     | <input type="checkbox"/> Farr (50)                       | <input type="checkbox"/> Sanborn (80)                    |
| <input type="checkbox"/> Archibeque (20)         | <input type="checkbox"/> Glenmere (no permanent seating) | <input type="checkbox"/> Sherwood (20)                   |
| <input type="checkbox"/> Bittersweet-East (45)   | <input type="checkbox"/> Luther (50)                     | <input type="checkbox"/> Twin Rivers (60)                |
| <input type="checkbox"/> Bittersweet-West (45)   | <input type="checkbox"/> Monfort (120)                   | <input type="checkbox"/> Westmoor – Covered Shelter (20) |
| <input type="checkbox"/> Broadview (30)          | <input type="checkbox"/> Peak View (70)                  | <input type="checkbox"/> Woodbriar (20)                  |
| <input type="checkbox"/> East Memorial-East (80) | <input type="checkbox"/> Pheasant Run (55)               |  |
| <input type="checkbox"/> East Memorial-NW (40)   | <input type="checkbox"/> Promontory-Large shelter (50)   |  |
| <input type="checkbox"/> East Memorial-SW (40)   | <input type="checkbox"/> Ramseier Farm-North (30)        |  |

**PARK USE PERMIT APPLICATION- \$50.00** \*ONLY THE PARKS LISTED ARE AVAILABLE FOR PARK RESERVATIONS.

\*NO EXCEPTIONS FOR NON-LISTED FACILITIES\* PERMIT EXCLUDES ATHLETIC FIELDS\*

PARK AND AMMENITIES ARE TO REMAIN ACCESSIBLE TO THE PUBLIC, PERMITS ONLY GUARANTEE A PORTION OF A PARK.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Allen          | <input type="checkbox"/> East Memorial | <input type="checkbox"/> Pheasant Run  |
| <input type="checkbox"/> Anna Gimmestad | <input type="checkbox"/> Epple         | <input type="checkbox"/> Promontory    |
| <input type="checkbox"/> Archibeque     | <input type="checkbox"/> Farr          | <input type="checkbox"/> Ramseier Farm |
| <input type="checkbox"/> Bittersweet    | <input type="checkbox"/> Glenmere      | <input type="checkbox"/> Sanborn       |
| <input type="checkbox"/> Brentwood      | <input type="checkbox"/> Hoshiko       | <input type="checkbox"/> Sherwood      |
| <input type="checkbox"/> Broadview      | <input type="checkbox"/> Luther        | <input type="checkbox"/> Westmoor      |
| <input type="checkbox"/> Cottonwood     | <input type="checkbox"/> Peak View     | <input type="checkbox"/> Woodbriar     |

Describe area in park where the event will be held: \_\_\_\_\_

**LINCOLN PARK USE APPLICATION INCLUDING GAZEBO PERMIT - \$200.00**

**LINCOLN PARK USE PERMIT APPLICATION WITHOUT GAZEBO - \$150.00**

**TRAIL USE PERMIT APPLICATION - \$50.00 (Required for organized events with 10+ participants)**

- |   |   |                                       |
|---|---|---------------------------------------|
| <input type="checkbox"/> Poudre River Trail | <input type="checkbox"/> Sheep Draw Trail | <input type="checkbox"/> Larson Trail |
| <input type="checkbox"/> Broadview Acres    |   |                                       |

Describe portion of trail that will be used: \_\_\_\_\_

By signing this application, Applicant certifies that he/she understands and agrees to abide by all General Rules & Regulations governing Park Permits.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\*OFFICE USE ONLY

Fee: \_\_\_\_\_  Check  Cash  Charge Taken By: \_\_\_\_\_ Rental # \_\_\_\_\_

COPY SENT TO POLICE & PARKS: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

## GENERAL RULES & REGULATIONS REGARDING PERMITS

Permit must be requested no later than 5 business days prior to the requested date. Shelter Rental Fee: All Day - \$75.00, Lincoln \$150-\$200 Fee(s) must be paid at the time the reservation is made. Shelters will be cleaned by 8 a.m. the morning of the scheduled reservation. In the event additional assistance is needed, please contact the Parks on-call staff at (970) 371-3774. Park shelter/restroom areas must be left in a clean and orderly condition. Renter should keep this copy of the reservation form at their designated day of event/reservation.

ALCOHOL: The following policies have been summarized from state and local law to assist in understanding your responsibilities while serving alcohol beverages in a City facility. The sale of alcohol beverages is not allowed without a Special Event Permit, which may be obtained at the City Clerk's Office, 1000 10th Street, (970) 350-9743.

- It is unlawful for any person to serve, consume or have any open container of alcohol when on or in Glenmere Park, or any designated Trail or Natural Area.
- Per Greeley Municipal Code no alcohol (including 3.2 beer) is allowed in Lincoln Park unless a special event permit has been issued.
- Alcohol must be 3.2 or less to be consumed in other Parks
- Event must be private - not open to the general public
- Alcohol beverages being served/consumed will be free from any element of sale
- No glass containers of any type are allowed in any park
- Alcohol beverages shall not be served or distributed to anyone under the age of 21 years
- Event shall be conducted in compliance with all City, County, State, and facility rules and regulations and shall not infringe on the reasonable privacy of individuals in the park or surrounding neighborhood.

By signing the Permit Form, Applicant affirms that if any alcohol beverages will be served and consumed, Applicant will conduct this private event in accordance with the above policies and that it is their responsibility to assure that everyone involved in the distribution of alcohol beverages at this event will do so in a manner that promotes responsible serving and consumption. Applicant also affirms that they are at least twenty-one (21) years of age and will remain on the premises at all times that alcohol beverages are being served and distributed.

DOGS/ANIMALS: Dogs are not allowed in Greeley parks. There is an exception for designated off-leash Dog Parks, service animals as allowed by law, or animals participating in animal shows or exhibits that are conducted in compliance with officially sanctioned activities. Dogs are allowed on trails with a lead attached.

FISHING: Fishing is allowed in all lakes within City parks. All fishing regulations are enforced by the Colorado Division of Wildlife.

FOOD SERVICE: Any serving of food that is open to the general public must follow all Colorado Health Department Guidelines. Food service during a private event is not reviewed by the Health Department. It is the Applicant's responsibility to apply for a Health Department food service permit when food will be served to the open public. Applications are available at the Colorado Department of Public Health and Environment, 1555 North 17th Ave.

INFLATABLES: One inflatable is allowed with a paid shelter reservation ONLY. Inflatables are not allowed with a Park Use Permit. Inflatables using water are prohibited. Insurance is required. Standard policy is \$350,000 per incident and \$1,000,000 aggregate with the City of Greeley listed as an additional insured. This insurance can be obtained through your personal insurance representative.

LOUDSPEAKERS OR SOUND AMPLIFYING EQUIPMENT AND ROAD OR STREET CLOSURES: A permit for the use of any loudspeakers or amplifying equipment in any public park must be obtained from the Police Department. Any event requiring the closure of public streets will also require a permit from the Police Department. (Please call 350-9605)

PARK HOURS: All City parks are closed to the public between the hours of 11:00 p.m. and 5:00 a.m.

PARK PERMIT: Groups of ten (10) or more persons using a public park or portion of a public park; must have a Park Reservation in their possession.

**REFUNDS/CHANGES:** Reservation fee is non-refundable unless cancellation request is received at least 5 days *prior* to scheduled reservation date. No refunds are given for cancellations due to inclement weather. Reservation changes, including those related to weather; must be received at least two business days prior to original reservation date.

RESTROOMS: Park shelter restrooms are open May 1<sup>st</sup> to October 15<sup>th</sup> unless unseasonal weather prohibits them from being opened. Anna Gimmestad restrooms are open with a paid reservation only.

STORAGE, DISPLAY OR SALE OF GOODS AND PLACEMENT OF SIGNS IN PUBLIC PLACES PROHIBITED: Except under special contract with the City, no person shall use the parks for storage, display or sale of goods, wares, or merchandise, or place or permit portable display signs.

SWIMMING/WADING IS PROHIBITED IN ALL PARK LAKES:

TENTS/CANOPIES: **NO STAKES ALLOWED, SANDBAGS ONLY.** Tents, canopies and inflatables are allowed but long stakes may damage underground utilities.

TENTS/TABLES/CHAIRS: The City does not supply/rent tables, chairs, trash cans/dumpsters, or tents. The renter is responsible to obtain if needed.

TRAIL EVENTS: Depending on the size and scope of the event, the City recommends trail marshals for all areas of public safety concerns. Renters are expected to pack in and pack out all trash and debris associated with their events. In the event route marking on the trail is required, colored chalk or colored flour is acceptable, NO SPRAY PAINT OR PERMANENT MARKINGS ARE PERMITTED.

VEHICLES: DRIVING ON OR PARKING ON PARK TURF AREAS AT ANY TIME IS STRICTLY PROHIBITED, except with the express written approval of, and under the direction of, the Superintendent of Parks.

WATER: CITY DOES NOT PROVIDE WATER OR ACCESS TO WATER. POOLS, SLIP & SLIDES, DUNK TANKS, ETC. ARE NOT ALLOWED IN ANY PARK.

Applicant hereby understands that this permit is subject to all policies, rules, regulations and ordinances of the City of Greeley. By signing this application, Applicant certifies that he/she has read, understands and agrees to all of the provisions of this permit. Applicant further certifies that he/she will personally advise all participants of these provisions prior to the event and as many times thereafter as may be required, to include advisement that violation may subject me and all participants to revocation of this permit and to be prosecuted under City Ordinances and/or state laws that are violated. Applicant further agrees that use of the facility shall be in compliance with all federal, state and local laws including, but not limited to, the Americans with Disabilities Act (ADA). Applicant agrees to leave the facility in a condition as good as, or better than, originally found. Applicant personally and individually accepts liability for all repairs to the facility and/or repair or replacement of equipment in the event of damage. In consideration of the issuance of this requested permit, Applicant hereby expressly releases and discharges the City from all liabilities other than liability due to the negligence of the City, its employees or agents for loss injury or damages to persons or property that may be sustained by Applicant or its invitees while on the City property, including the parking lot, during the term of this Agreement. Applicant hereby agrees to indemnify and hold harmless the City and its officers, representatives and employees against all claims, costs and losses of any kind, including reasonable attorney's fees resulting from Applicant or Applicant's invitee's use of the City facilities. Applicant hereby assumes personal and individual liability for any damages occurring through or during the use of the facility set forth in this permit.