



# PARK RESERVATION

This permit 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 demand. For a site-related emergency after hours/weekends, call (970) 371-3774.

### PARK USE AND ASSEMBLY PERMIT

For groups of ten (10) or more persons wishing to use a public park or portion thereof. What portion of the park do you plan to occupy? \_\_\_\_\_

### PARK SHELTER RESERVATION

Only shelters are reserved. Park use is on a first come, first served basis.

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

Location: ( ) denotes approximate seating capacity

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Anna Gimmestad (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"/> Sunrise – <b>Unavailable 2017</b> |
| <input type="checkbox"/> Bittersweet – West (45)        | <input type="checkbox"/> Monfort (120)                   | <input type="checkbox"/> Twin Rivers (60)                  |
| <input type="checkbox"/> Broadview (30)                 | <input type="checkbox"/> Peak View (70)                  | <input type="checkbox"/> Westmoor-Covered Shelter (20)     |
| <input type="checkbox"/> East Memorial–East (80)        | <input type="checkbox"/> Pheasant Run (55)               | <input type="checkbox"/> Woodbriar (20)                    |
| <input type="checkbox"/> East Memorial – Northwest (40) | <input type="checkbox"/> Promontory-Large Shelter (50)   |  |
| <input type="checkbox"/> East Memorial – Southwest (40) | <input type="checkbox"/> Ramseier Farm North (30)        |  |
| <input type="checkbox"/> Farr (50)                      | <input type="checkbox"/> Sanborn (80)                    |  |

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

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

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

Address: \_\_\_\_\_ Business Phone: \_\_\_\_\_

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

Will commercial tents be used?  Yes  No *If yes, contact the Parks Division at 970-350-9390 at least two weeks prior to event.*

Will an inflatable be used?  Yes  No **Only ONE inflatable is allowed with each paid shelter reservation.**

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. See reverse side for applicable rules and regulations.

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

#### \*OFFICE USE ONLY

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

### PERMIT TO CONDUCT ASSEMBLY IN PUBLIC PARKS

A permit regarding the above application to conduct an assembly in or upon the public parks specified will be conducted in accordance with Section 13.32.010 of the Greeley Municipal Code.

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

## GENERAL RULES & REGULATIONS REGARDING PARK SHELTER RESERVATIONS

Reservations must be made no later than 5 business days prior to the requested date. Shelter Rental Fee: All Day - \$75.00 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 of additional assistance is needed, please contact the Parks on-call staff at (970) 371-3774. There is no guarantee of cleaning if reservation is less than 5 business days prior to event. 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 to assist in understanding your responsibilities as a renter of a City-owned facility if you are serving alcohol beverages. The sale of alcohol beverages may only occur under a Special Event Permit, which may be obtained at the City Clerk's Office, 1000 10th Street, (970) 350-9743.

- Alcohol must be 3.2 or less
- Event must be private - not open to the general public
- Alcohol beverages being served/consumed will be free from any element of sale
- Please – no glass containers 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 Reservation Form, renter affirms that if any alcohol beverages will be served and consumed, renter 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. Renter 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.

**RESTROOMS:** Park shelter restrooms are closed Oct. 15 thru May 1 unless unseasonal weather prohibits them from being opened. Anna Gimmestad and Rodarte restrooms are open upon a paid reservation.

**DOGS/ANIMALS:** Dogs are not allowed in Greeley parks. 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.

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

**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.

**LOUDSPEAKERS OR SOUND AMPLIFYING EQUIPMENT:** A permit for the use of any loudspeakers or amplifying equipment in any public park must be obtained from the Police Department (please call 350-9605).

**OPEN CONTAINER:** It is unlawful for any person to serve, consume or have any open container of alcohol when on or in Lincoln or Glenmere Parks, except pursuant to a Special Events Liquor License (see "Alcohol").

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

**PARK USE APPLICATION & ASSEMBLY PERMIT:** Groups of ten (10) or more persons wishing to use a public park or portion thereof; must have a Park Use Application and Permit to Conduct Assembly in Public Parks in their possession.

**REFUNDS/CHANGES:** Reservation fee is non-refundable unless cancellation request is received at least seven 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.

**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:** City does not provide water for pools, slip & slides, sprinklers, etc.

**TENTS/CANOPIES: NO STAKES OVER 6" IN LENGTH ALLOWED.** Tents, canopies and inflatables are allowed but long stakes may damage underground utilities.

**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).

**Park Staff after hours on call assistance: (970) 371-3774**

**GREELEY CULTURE, PARKS, AND RECREATION**  
651 10th Avenue, Greeley, Colorado 80631  
(970) 350-9400