



User Guidelines and Policies for

Gateway Natural Area Large Group/Event Permit

The following information is provided to assist you in obtaining the maximum enjoyment from your Large Group/Event Permit.

1. Any person wishing to use Gateway Natural Area for an event, program (i.e., school group, camp or daycare group, summer group) or any activity (i.e., reunion, large family picnic, or birthday) that is expected to be attended by a large group, 25 to 100 people, must obtain a Large Group/Event Permit. The permit form must be received a minimum of seven days prior to the event and no earlier than 30 days prior to the event. There is no fee for the permit unless the events main function is other than a group picnic. Events other than a group picnic with more than 24 people will be charged \$2 per person (credit card or check only). The permit is a requirement for all days of the year (i.e., Father's Day, Memorial and Labor Day, July 4th). **The Large Group/Event permit gives you permission for your event, however does not in anyway guarantee the availability or allow the exclusive use of the natural area. Call the Natural Areas Program Administration Office at 970-416-2815 to obtain your Large Group/Event Permit.**
2. You are encouraged to rent a shelter for your event (exception: on holidays, the shelters are on a first-come, first serve basis). Shelter fees: \$50 per shelter. Shelter reservations may be made one year in advance. We will only approve one Large Group/Event on a day or two shelter group events on one day to help control the number of people and limit possible resource damage within the natural area. A Large Group/Event permit is **not** required if a shelter is reserved. Groups larger than 100 are not allowed. Weddings are not allowed due to their impact on other visitors and the staffing requirements. We encourage you to arrive early on the day of your event to preserve tables or an area for your event. A Special Activity Permit may be required for some types of events with less than 25 people. Please see Special Activity Permit section.
3. **Bring your Large Group/Event Permit paperwork with you to Gateway on the day of your event** so you will have documentation in case of conflicts.
4. The Natural Areas Ranger may condition the issuance of any permit by imposing reasonable requirements concerning the time, place and manner in which the proposed activity shall be permitted, and may deny any application or impose any reasonable permit conditions or requirements upon the approval of the same in order to protect the safety or well-being of persons, or animals, or to protect or preserve the natural area and related facilities, or any other city or public property or facility, the use and enjoyment of the same by the general public, or the needs and objectives of the city in maintaining and operating the same.
5. **Parking at Gateway Natural Area is limited** – Carpooling, vans and buses are strongly recommended. **Parking fees are collected at time of arrival** – \$5.00 per car, \$10.00/van or bus occupied with 8 or more people. **The person signing the permit form is responsible to pay for unpaid parking fees for their guests. Parking is free during the months of December, January and February.**
6. Music speakers, boom boxes, and other public address type systems are not allowed in order to maintain the tranquility of the natural area and to not disturb the wildlife and other natural area visitors. Any structures that you bring in such as volleyball nets, canopies, tents, etc., must be listed on your original permit form and are subject to approval.
7. **Alcohol is strictly prohibited per City ordinances.** Dogs must be on a leash. Throwing of horseshoes is not allowed. Parking or driving on turf (grassy) areas is strictly prohibited. Moving picnic tables is not allowed unless a City employee is present. Gateway Natural Area hours are dawn to dusk throughout the year. Any violations may result in citations.
8. A line locate is required if you are placing stakes in the ground longer than the standard 6 inches, as some of our sprinkler lines could be damaged. Natural Areas office staff will determine if a line locate is required.
9. Restrooms are located near the shelter and near the natural area entrance. Potable water is not available.
10. An ADA sidewalk is available to the shelters and restrooms for the disabled. If you need to unload items, contact the Gateway Natural Area office at (970) 407-1106, for proper procedures.
11. The customer signing the permit will be responsible and will be billed a minimum of \$100 for any damage or any excessive cleanup tasks caused by the customer or the customer's guests.

Following these guidelines will keep Gateway Natural Area a beautiful place to visit and will enhance your time spent there. Gateway Ranger office phone number is (970) 407-1106.