



## User Guidelines and Policies for Gateway Natural Area Shelter

The following information is provided to assist you in obtaining the maximum enjoyment from your shelter reservation.

1. Reservations or permits will not be granted on Mother's and Father's Day, Memorial and Labor Day and July 4<sup>th</sup>. Payment and reservation form must be received a minimum of seven days prior to event. Shelter fees: \$100 for weekdays and \$200 for weekends. Fee includes use of both shelters. Gateway Natural Area hours are dawn to dusk throughout the year.
2. **Bring your reservation paperwork with you to the shelter on the day of your event** so you will have documentation in case of conflicts. Once a shelter reservation or green area permit has been issued, then a shelter reservation or a green area permit will not be approved for the same day. **If the shelter is not reserved the minimum fee for use of grass area for events with 25 people is \$50.00, groups over 25 people - \$2.00 per person additional.** There is no green area fee for events with less than 25 people, however a green area permit is still required (see Green Area Permit Policy handout). We strongly encourage that you reserve the shelter if you want less visitors in the area of your event as use of the shelter is on a first-come, first-serve basis if not reserved.
3. Please use caution when using the outlets in the shelters. Overloading the outlets with coffee makers, crock pots, etc., will trip the circuit breakers.
4. Restrooms are located near the shelter and near the natural area entrance.
5. The maximum recommended capacity of the shelter is 100 people. If more people want to use the shelter, use will be based on approval by the Natural Areas Ranger. 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 recreation 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.
6. Parking guidelines for the shelter are:  
**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 reservation form is responsible to pay for unpaid parking fees for their guests.**  
**Parking is free during the months of December, January and February.**
7. 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. Exception: music and a public address system are allowed during the wedding ceremony only.
8. **Alcohol is strictly prohibited** – no exceptions. Dogs must be on a leash. Parking or driving on turf (grassy) areas is strictly prohibited. Any violations may result in citations.
9. Any structures that you bring in, such as dunk-tanks, jumping castles, volleyball nets, etc., must be listed on your original reservation form and are subject to approval.
10. 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 lines locate is required.
11. If you have handicapped guests or need to unload items, contact the Gateway Natural Area office at (970) 407-1106, to receive proper instructions.
12. All cancellations require a 48 hour notice to receive a full-refund.

**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.**