



City of Fort Collins

Parks and Recreation Division

Phone: (970) 221-6660 Fax: (970) 221-6849

EMS Res. # _____

Date Ent. _____

Ent. By _____

OFFICE USE ONLY

DROP-IN USE REQUEST FORM

THIS FORM DOES **NOT** GUARANTEE EXCLUSIVE USE OF THE AREA(S) REQUESTED. MAY REQUIRE A FEE AND/OR DEPOSIT TO PROCESS.

Today's Date: _____

PARK/AREA REQUESTED:

Date Requested: ____/____/____ Circle Day of the Week: M T W TH F SA SU

Times Requested: Beginning : _____ (a.m. p.m) Ending : _____ (a.m. p.m.)

Event Name: _____

Customer or Organization Name: _____

Contact Person: _____

Contact Person Address: _____

City: _____ State: _____ Zip Code _____

Day Phone: _____ Evening Phone: _____ Cell Phone: _____

Email: _____ Approximate Number Attending: _____

Comments: _____

Will User Be Selling Any Items? Yes _____ No _____ If yes, what is being sold? _____

Also, an outdoor vendor permit and City sales tax license are required.

They can be obtained from the City's Sales Tax office (215 N Mason, phone #221-6780).

Per a Concessions Contract with the City, approval by the Recreation Supervisor is required for any beverages being sold.

Will there be amplified sound at your event? Yes _____ No _____

Amplification will not be allowed prior to 9:00am and must be concluded by 9:00pm on Friday and Saturday, and from 9:00am to be concluded by 8:00pm on Sunday-Thursday. A Code Compliance officer must be contacted (970) 224-6046 to ensure the amplification meets the sound ordinance regulations.

******If customer is planning on having a jumping castle or other apparatus at their event; a Large Event Form must be used instead of a park use form. The Large Event form is required for liability/insurance issues.******

I, the undersigned, have read and received the park rules and regulations (listed on the back of the last page of this form), and agree to adhere to all requirements.

Customer Signature

Date

If you plan to use ground stakes 6" or longer in any city park, line locates may be required so the irrigation systems are not damaged. Call our office, 221-6660 one week prior to your event to schedule on-site locates. For after hours Emergencies ONLY you may call 206-2816, the Parks on-call pager.

**CITY OF FORT COLLINS
PARK RULES AND REGULATIONS**

Summary of Laws, Rules, and Regulations for use of Parks, Trails, and Facilities Located Therein, Whether Inside or Outside City Limits

A. The following activities are prohibited in or on City parks and trails by Section 23-203(a) of the City Code:

Alcoholic Beverages: Possess or consume any alcoholic beverage, open or unopened, except where allowed by a special event permit issued by the City's Liquor Licensing Authority. [NOTE: by City policy such permits are issued only for Civic Center park, Oak Street Plaza park or Legacy park, unless the CPRE director permits otherwise.]

Animals/Birds: Violating any provision of Chapter 4 of the City Code, including but not limited to: license required (Code § 4-31); rabies vaccination required (§ 4-51); removal of animal waste required (§ 4-71); animals at large prohibited (§ 4-93); disturbance of peace and quiet prohibited (§ 4-94); public nuisance prohibited (§ 4-95); trapping restricted (§ 4-120); Fort Collins is a wild bird sanctuary/refuge and all wild birds are protected (§ 4-156); killing or capturing wild birds is unlawful (§ 4-157).

Ashes: Scattering cremated remains of any human or animal.

Bathing: Bathing or washing persons or objects.

Fires: Violating any provision of Chapter 9 of the City Code. Lighting a campfire, bonfire or other fire except for fires in grills provided by the City or fires in portable grills or stoves on tables provided by the City, or as authorized by a permit. Burning of refuse or rubbish is prohibited. No fire shall be left unattended.

Fishing Without a Valid License.

Glass Bottles/Containers: Bringing in or possessing.

Golf Balls: driving, hitting, or throwing golf balls

Miscellaneous Offenses: violating any provision of Chapter 17 of the City Code, including but not limited to: **trespass** (Code § 17-40); **littering** (§ 17-41); **discharge of weapons** (§ 17-101); **depositing bodily waste** (§ 17-103); **disturbing the peace** (§ 17-121) **disorderly conduct** (§ 124); **harassment** (§ 126); and **nudity** (§ 17-142);

Special Events: Violating any provision of Chapter 23.5 of the City Code regarding special events, including but not limited to holding a special event without a permit (Code § 23.5-3)

Trash: Discarding or releasing any waste or hazardous substance except for trash generated from activities in the park, which must be disposed of in marked trash receptacles. Tampering with trash containers is prohibited (Code § 12-20)

Vandalism/Tampering: Removing, destroying, mutilating, modifying or defacing any City property.

Vehicles: Operating or parking a motor vehicle other than on established roadways or in designated parking areas, or violating any provision of the Fort Collins Traffic Code

Wildlife: Harassing or permitting the harassment of wildlife.

B. The following activities are prohibited in or on City parks and trails by Section 23-203(b) of the City Code unless a sign has been posted permitting such use:

Horses: Riding or having a horse more than ten (10) feet from a designated trail or roadway, or on any irrigated turf grass.

Ice: Walking, skating, or otherwise entering on the ice on any waters.

Motorized Models and Rockets: Operating a motorized model boat, car, truck, aircraft or other motorized model vehicle or launching a model rocket in, onto or over a park or trail.

Skating and Skateboarding: Skateboarding or in-line skating, except on a sidewalk, roadway, parking area or designated trail.

Swimming: Swimming or wading in the water.

C. The following activities are prohibited in or on City parks and trails by Section 23-203(d) of the City Code unless authorized by a permit issued by the Parks Department:

Boats: Operating a motorized boat.

Camping.

Collecting or Removing Materials: Collecting seeds, cuttings or plants or removing archaeological, geological or paleontological materials.

Commercial Activities: Performing a service for commercial gain or selling or offering to sell any item for commercial gain.

Constructing a structure.

Depositing Rocks, Wood or Dirt.

Feeding Wildlife: Feeding songbirds, squirrels, ducks, geese or any other wildlife species.

Group Events: Conducting or sponsoring an event expected to include 100 or more people or requiring a Special Events Permit.

Hours of Usage: Entering a park during the hours of 11:00 p.m. to 5:00 a.m. (specific hours for use of various park facilities such as ballfields, tennis courts, etc. will be effective upon conspicuous posting.)

Planting: Planting trees, shrubs, grasses, flowers or other plants.

Posting Notices: Posting a notice or sign, including fastening, displaying or depositing cards, posters or other written materials or erecting a display.

D. In addition, no person shall engage in any activity when a sign has been posted by the Parks Department stating that such activity is not allowed in that area. (Code § 23-203(c))

Last Update: 6/2011

Recycling Options for Public Events

Purpose

Organizers are required to provide recycling for large events held in Fort Collins parks as a condition of their permit from the Parks and Recreation Department, in alignment with the City's goals to divert waste from landfill disposal. The following information is intended to help park users determine how to design and implement a recycling program best suited for their event. Additional information about recycling is available from the City's Natural Resources Department at (970) 221-6600.

What Gets Recycled?

At minimum, materials that must be collected include all "commingled" beverage bottles and cans: glass, aluminum, plastic, and steel (tin) containers. In addition, if significant amounts of higher-grade waste paper will be generated by an event (i.e., brochures, flyers, or publications), or if there is a lot of cardboard, it must also be recycled.

Where do Materials go to be Recycled?

All recyclables collected at City park events must be delivered to a legitimate recycling plant or broker (e.g., not disposed of in landfills). If you use a vendor to provide collection services, they may have their own processing plant. Other recycling facilities or processors in the area are listed at the end of this document.

Who Provides Collection Service?

Event organizers may either collect the recyclables themselves and deliver them to a processor (referred to here as self-hauling) or hire a vendor.

Self-haulers

Self-haul recyclers should use clearly labeled containers for collecting material separately from trash. Recycling containers may be co-located with trash receptacles, but ample signage should be used to help attendees make the distinction between the two types of collection containers. Remember, if cross-contamination occurs, it is very time-consuming and difficult to clean up materials to meet recycling processors' quality standards.

Local Service Providers

Event organizers may contact several recycling companies, as well as trash haulers, about providing recycling services. Prices and types of recycling containers offered will vary.

1. Gallegos Sanitation, Inc. (970) 484-5556
2. Habitat for Humanity's "Cans for Habitat" program (970) 223-9909 ext. 212
3. National Recycling, Inc. (970) 493-7478
4. Ram Waste Systems, Inc. (970) 226-3396
5. [Recycle America](#), Inc. (303) 399-6351
6. Waste Management, Inc. (970) 482-6319
7. Waste-Not Recycling, Inc. (970) 669-9912 or (800) 584-9912

Recycling Centers

City of Fort Collins Public Drop-off Center
1702 Riverside Drive, Fort Collins, CO 80524
phone (970) 221-6600

Larimer County Public Drop-off Center
5887 S. Taft Hill Rd., Fort Collins, CO 80526
phone (970) 226-1101

Colorado Iron and Metals
1400 E. Mulberry, Fort Collins, CO 80524
phone (970) 482-7707

Aragon Iron and Metals
516 N. Hwy 287, Fort Collins, CO 80524
phone (970) 484-2577

Rocky Mountain Recycling
1475 N. College Ave., Fort Collins, CO 80524
phone (970) 484-5384

Zero Hero
www.zeroheroevents.com
phone (970) 237-1498