



City of Fort Collins Parks  
413 S. Bryan Ave  
Fort Collins, CO 80521

# City of Fort Collins

## Parks Division

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

### EDORA DISC GOLF REQUEST

EMS Res. # \_\_\_\_\_

Date Ent. \_\_\_\_\_

Ent. By \_\_\_\_\_

Event Log \_\_\_\_\_

Inv. # \_\_\_\_\_  
OFFICE USE ONLY

EDORA DISC GOLF COURSE USERS MUST COMPLY WITH ALL CITY ORDINANCES RULES AND REGULATIONS INCLUDING THE ATTACHED RULES AND REGULATIONS FOR LARGE GROUPS/EVENTS AND PARK RULES AND REGULATIONS.

Today's Date: \_\_\_\_\_

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### EDORA DISC GOLF COURSE

Date(s) Requested: \_\_\_\_\_ Circle Day of the Week: M T W TH F SA SU

Time(s) Requested: **Beginning** : \_\_\_\_\_ ( a.m. p.m.) **Ending** : \_\_\_\_\_ ( a.m. p.m.)

Event Name: \_\_\_\_\_

Customer Name: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Approximate Number Attending: \_\_\_\_\_

Comments: \_\_\_\_\_

**Will there be amplified sound at your event?** Yes\_\_\_ No\_\_\_ (if yes, please complete the attached variance form)

**Please note:** We request that amplified sound only be from 9:00am to 9:00pm on Friday and Saturday, and from 9:00am to 8:00pm on Sunday-Thursday. Sound levels should be respectful to the surrounding neighborhoods. To ensure any amplification meets the sound ordinance regulations, please contact Code Compliance at 970-224-6046.

**Will customer be selling any items?** Yes\_\_\_ No\_\_\_ If yes, what is being sold? \_\_\_\_\_

An outdoor vendor permit and City sales tax license are required. In addition, for non-packaged food being **sold**, you must obtain a permit from Larimer County Health. Please refer to paragraphs 14 & 15 for more information.

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**Will your event be catered?** Yes\_\_\_ No\_\_\_ If yes, a dumpster may be required to accommodate the additional trash.

**Will customer be staking anything into the ground 6" or deeper?** Yes\_\_\_ No\_\_\_ (If YES, you must call for Utility Locates by calling UNCC at 811 or 1-800-922-1987 two weeks prior to the event.)

**For after hours Emergencies ONLY you may call Parks on-call at 970-219-3450**



# Edora Disc Golf Park Reservation Requirements, Procedures, Guidelines, Policies, & Fees

These guidelines are intended to assist the user when applying for a reservation permit for exclusive use of City owned Edora Disc Golf Course. City staff may deviate from these guidelines as determined necessary and appropriate. It is the intent of the City staff to see that facilities are used to their full potential while maintaining a safe, quality environment.

CITY-OWNED RECREATION FACILITIES ARE NOT INTENDED TO BE UTILIZED FOR COMMERCIAL GAIN, BUT RATHER TO PROVIDE A QUALITY RECREATIONAL ACTIVITY.

To assure proper scheduling, it is necessary that all requests and/or changes be submitted in writing on the proper forms to be approved by the Facility Scheduler.

## **Facility Requests:**

1. To reserve Edora Disc Golf Course for an events and/or exhibitions, camps, clinics, the applicant or organization must obtain an Edora Disc Golf Course Permit from the City's Park Maintenance Division at least ten (10) days prior to the date of such event.
2. A fee of five hundred dollars (\$500.00) for zero-eight hours (not to exceed eight hours), must be paid by the Applicant prior to issuance of the Edora Disc Golf Course Permit
3. A Security/Damage Deposit of two-hundred and fifty dollars (\$250) must be paid by the Applicant prior to issuance of the Edora Disc Golf Course Permit. This deposit, or any portion thereof, may be retained by the City to pay for any damage caused to the park or park property or for any costs incurred by the City due to the use of the park by the group. A larger damage deposit may be required if the City reasonably determines that the risk of any damage to City property from the event exceeds \$250. The Customer is responsible for any damage to City property that is not covered by the security deposit. Each event director is responsible for cleanup of scheduled facilities and surrounding areas. This includes parking lots, surrounding turf areas, and the facility itself. Failure to thoroughly clean any one of these areas will result in forfeit of the security deposit.
4. **Liability Insurance:** Any facility/field request for use pertaining to leagues, tournament, and/or camps/clinics/tryouts will require a \$1 million per occurrence liability policy with the City of Fort Collins listed as "additionally insured." This insurance policy is required before a permit will be confirmed.
5. If any user cancels a facility due to inclement weather they must contact the scheduling office no later than the next business day. Failure to comply with this procedure will result in the user paying for original permit.
6. Edora Disc Golf Course is primarily for "drop-in users". Edora Disc Golf Course events include Tournament, Competitions, exhibitions, clinics, and camps. Events will not be allowed within two (2) weeks of another scheduled event and are limited to a maximum of eight (8) hours per day.
7. It will be the responsibility of the Customer to provide information that the Course is reserved for their tournament and that the Course has marshals during the tournament to ensure proper play.

8. The Edora Disc Golf Course facility does not have designated parking areas and do not provide bleacher areas for spectator viewing. Approval of reservation requests will factor in the number of participants/spectators expected at the event. Approval of reservation requests will be based on the estimated impact on other park users.
9. Non-City sponsored users will not be allowed to charge admission to spectators at any City-owned outdoor sports facility.
10. Event advertising is permitted if space is available, but you must have prior approval from the Recreation Supervisor. Park's staff will remove any event advertising that has not been pre-approved. All signs pertaining to your event must be removed immediately following the conclusion of your event.
11. Compliance with the City's Noise Ordinance as required by City Code: Chapter 20 is expected from any event utilizing amplified sound. A variance must be requested by contacting the Code Compliance Office at 970-224-6046. During the event, Code Compliance Officers must be allowed access within the event for purposes of monitoring the sound levels. For events requiring, at the City's discretion, the need for Code Compliance Officer(s) to monitor the sound levels, there will be a fee to cover the cost, to be paid to Code Compliance per the Variance Request Form attached.
12. An Edora Disc Golf Course Permit Holder may determine whether any vending will be allowed at the event, and must provide the Parks Department & Sales Tax Office with a written list of all authorized vendors. Any person who intends to sell any goods or services on park property must first obtain an Outdoor Vendor License and Sales Tax License from the City's Sales Tax Office, located at 215 N Mason, 970-221-6246. The event sponsor may elect to obtain one Outdoor Vendor License for the event, which would cover all of the vendors; however, each individual vendor would be required to have their own Sales Tax License. The signed permits/licenses must be displayed and easily visible on the vendor equipment while at the event.
13. If non-packaged food is being **sold** at your event, the vendor needs to complete the Larimer County food vendor application [http://www.larimer.org/health/food/food\\_vendor\\_application.pdf](http://www.larimer.org/health/food/food_vendor_application.pdf) The application should be given to the Event Coordinator who should turn in the application(s) to Larimer County Department of Health. If you have any questions, call Larimer County Department of Health at 970-498-6775.
14. Failure to abide by the policies, procedures, and guidelines contained in this document may jeopardize any future use of City owned facilities.
15. Marking of any type (i.e., chalk, paint, etc.) on turf or hardscape in the Parks or on adjoining City property such as trails, streets or sides walks is prohibited. If any type of marking of turf or hardscape in or around the Park is needed, the Large Event Permit Holder must contact the Park's Crew Chief one week in advance of the event to discuss viable options (970) 221-6660. If pre-arrangements are not made and markings are discovered after the event, the Large Event Permit Holder will be responsible for any costs associated with clean up; including any cost that may exceed the \$250.00 security deposit.
16. The issuance of an Edora Disc Golf Course Permit does not constitute a representation by the City that the park is safe or suitable for the Applicant's event.
17. The Customer and all persons attending the event must obey all applicable laws, rules and regulations. Any violation of such laws, rules or regulations may result in the denial of future Large Event Permits to the Customer or for the event. City ordinances, rules and regulations will be enforced by Police Services and/or Code Compliance if contact is made to those departments from neighbors issuing a complaint during the event.

18. The Customer agrees not to discriminate on the basis of disability, and to comply with all applicable requirements of the Americans with Disabilities Act.
19. Customer acknowledges that there are risks inherent in the activities that will be undertaken pursuant to this Application and Agreement that may result in bodily injury or property damage to participants or others. Customer acknowledges that private parties may bring equipment onto the City facility where the activities undertaken pursuant to this Application and Agreement will occur, and that such equipment is not provided and maintained by the City. The City makes no representations regarding the condition or safety of any such equipment. The City does not assume any responsibility for lost or stolen articles, damage to Customer's property, or injury to persons using City facilities, and Customer hereby waives any claims against the City related to any such damage or injury. Unless Customer is a government entity, Customer will indemnify and release the City, its officers, employees, agents, contractors and volunteers against all claims, causes of action, damages, liability, loss or costs, including reasonable attorney's fees, of every kind and nature, directly or proximately resulting from or caused by any act or omission of the Customer or any of its officers, agents, employees, representative, assigns, guests, patrons or invitees or by their use of occupation of City property, and any loss or damage to property prior to, during or subsequent to the use of the City property by the Customer. Government Customers are responsible for their own negligence and the direct consequences of their performance hereunder. Nothing herein shall be deemed to be a waiver of the protections of the Colorado Governmental Immunity Act, C.R.S. Secs. 24-10-101 et seq.

**I, the undersigned, have read and received the above Large Group/Event Rules and Regulations and the attached Park Rules and Regulations and, on behalf of the Customer, agree to adhere to all requirements. I affirm that all information provided in this Permit Application is true and accurate to the best of my knowledge. If Customer is a corporation or other entity, the person signing on behalf of Customer affirmatively states that he or she has authority to act on behalf of the Customer and to bind Customer to this contract.**

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Customer Signature

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Date

**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 CS 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

Aragon Iron and Metals  
516 Hwy 297, Fort Collins, CO 80524  
phone (970) 484-2577

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

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

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



Neighborhood & Building Services  
281 N. College Ave.  
PO Box 580  
Fort Collins, CO 80522  
  
**970.224.6046**  
970.224.6050 - fax  
*fcgov.com*

## **CITY OF FORT COLLINS NOISE ORDINANCE VARIANCE REQUEST FORM**

Pursuant to Section 20-27 of the Fort Collins Municipal Code, any person who owns or operates a noise source may apply to the Code Compliance Inspector for a variance from one (1) or more of the provisions of the Noise Article. Applications for a variance must supply the following information:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

1. The nature, location, dates and duration of the noise source:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. The reason for which the variance is requested, including the hardship that will result to the applicant, his/her client or the public if the permit of variance is not granted:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. The level of noise (approx. decibel level and description of the type of noise) that will occur during the period of the variance:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. The Section or sections of this Article for which the variance shall apply:  
\_\_\_\_\_  
\_\_\_\_\_
5. A description of interim noise control measures to be taken for the applicant to minimize noise and the impacts occurring from the noise:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. A specific schedule of the noise control measures that shall be taken to bring the source into compliance with this Article within a reasonable time:

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7. Method used to notify all residential and commercial properties located within 800 feet of the noise source (please, attach a copy of notice):

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Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

No variance shall be approved unless the applicant presents adequate proof that:

1. Noise levels occurring during the period of the variance will not constitute a danger to public health; and
2. Compliance with this Article would impose an unreasonable hardship on the applicant without equal or greater benefits to the public.

Under no circumstances shall the noise level of an activity, for which the time period of the variance granted is more than eight (8) hours, exceed ninety (90) decibels.

In determining whether to grant a variance, the Code Compliance Inspector shall consider:

1. The character and degree of injury to, or interference with, the public health and welfare and the reasonable use of property that is caused or threatened to be caused;
2. The social and economic value of the activity for which the variance is sought; and
3. The ability of the applicant to apply the best practical noise control measures.

A variance may be revoked by the Code Compliance Inspector if there is:

1. Violation of one (1) or more terms or conditions of the variance;
2. Material misrepresentation of fact in the variance application; or
3. Material change in any of the circumstances relied on by the Code Compliance Inspector in granting the variance.

Certain venues and events are more sensitive to the affects of amplified sound. This is due to site specific topography, height and location of surrounding buildings, streets and landscaping, and the type and scope of the event-specific sound.

These venues may require monitoring by code compliance inspectors in order to both proactively and reactively address neighborhood concerns. Monitoring requires staff time and is an additional expense to the city and will be billed to the organizers of the event. The amount will vary depending upon the time required to adequately monitor and address neighborhood concerns.

Failure to supply the above information required by the Code Compliance Inspector shall be cause for rejection of the application.

The Code Compliance Inspector may, at his or her discretion, limit the times, days and duration of the variance. Any person granted a variance may apply for a new variance prior to the expiration of the original variance period.

A fee of \$25 must be submitted at the time the variance request is submitted.



This variance is GRANTED/DENIED on this date: \_\_\_\_\_

Terms and conditions of the variance:

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Variance authorized/denied by: \_\_\_\_\_

Code Compliance Inspector

Code Compliance Inspector printed name: \_\_\_\_\_

Denial of a Noise Variance Request may be appealed to the Neighborhood Services Division Manager.

Please provide required information, sign and date the document and bring the application and payment of \$25 to Neighborhood & Building Services at 281 N. College Ave. For questions, please call 970-224-6046.