



**2016**  
**Outdoor Field/Facility Use**  
**Guidelines & Procedures**

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# Introduction

These scheduling guidelines are intended to assist you when making facility reservations. Scheduling staff may deviate from these guidelines as determined necessary and appropriate. It is the intent of the scheduling 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.

The scheduling staff will work to avoid scheduling conflicts while servicing multiple user groups. Scheduling staff will also act as a liaison between user groups with similar needs.

**To assure proper scheduling, it is necessary that all requests and/or changes be submitted in writing to the Front Office two days prior to the event excluding tournaments.**

## TOURNAMENTS:

All information **must** be received by the Front Office by 3:30 p.m. on the Wednesday prior to the weekend tournament.

Information not received by 3:30 p.m. on the Wednesday prior to the event could result in fields not being ready for play. A \$50.00 late notice fee will be assessed for any changes made after the deadline, a one-time waiver may be allowed.

## Scheduling Staff / Phone Numbers

**Please direct any questions or concerns on any of the above guidelines, procedures, or fees to one of the following:**

Steve Lukowski, Interim Manager of Parks (970) 416-2063 Office  
(970) 567-7278 Cell

Carol Rankin, Office Supervisor (970) 221-6261 Office

Parks Office: (970) 221-6660

Shannon Schultze – Scheduling Staff  
Sarah Meyer – Scheduling Staff

Parks On-call (after hours): (970) 219-3450  
(for field conditions or emergency communications only)

# **Advertising Guidelines for All City Parks**

These Advertising Guidelines are intended to limit the amount of advertising in our parks and to identify where and under what conditions advertising may be allowed. The City Code (Sec. 23-203) prohibits advertising in City parks without a permit from Community Services.

## **Permanent Advertising**

Permanent advertising is only allowed on ball field scoreboards to the extent permitted by the City's Sign Code. Permanent advertising is not allowed in any other place in a City park. Benches along a street right-of-way adjacent to a park are not subject to these Guidelines. Permanent advertising is any advertising other than temporary advertising.

## **Temporary Advertising**

Temporary advertising is advertising associated with an activity or event that is distributed or displayed for the duration of a permitted event. Temporary advertising may be allowed for City approved activities or events taking place in a City park. Examples of activities or events include games, tournaments, the 4<sup>th</sup> of July Celebration, arts festivals and similar functions.

Temporary advertising may take the form of banners, inflatables, signs or other displays as approved by the City. City staff will only approve advertising that is primarily directed to event participants and does not interfere with the use or enjoyment of the park by people who are not participating in the activity or event.

The temporary advertising may be affixed to fences, walls, other structures, the ground or the like, as approved by the City. City staff will only approve advertising that is affixed in a safe and stable manner that does not damage park infrastructure or park property.

The temporary advertising must be placed within or directly adjacent to the physical boundaries of the event, as approved by the City.

Temporary advertising is limited to the event sponsor and to those authorized by the event sponsor. The permit authorizing the advertising will identify everyone who is authorized to advertise for the event.

Temporary advertising will be removed from the park immediately after the event concludes. If the event lasts for more than one day, the advertising does not need to be removed and reinstalled each day, however, the City of Fort Collins will not be held liable for any damage that occurs overnight.

Advertising on handbills, schedules, souvenirs, T-shirts and other forms of portable advertising will be limited to those provided by the event sponsor or those authorized by the event sponsor. The distribution of such portable advertising will be limited to event participants.

### **Advertising Content Restrictions**

Advertisements for alcohol or tobacco products are not allowed in City parks. Advertisements for businesses that sell alcohol or tobacco products may be allowed. For example, ads with the name "Coors Brewing Company" may be allowed but ads for "Coors beer" are not allowed. Similarly, ads for "Joe's Bar and Grille" may be allowed, but ads for "\$2 Buds at Joe's Bar and Grille" are not allowed.

Advertisements that are obscene are prohibited by the City Code (Sec. 17-145.) In addition, advertisements for sexually oriented businesses (adult bookstores, "gentlemen" clubs) or for sexually oriented products are not allowed.

The restrictions on advertisements for alcohol and tobacco products does not apply to forms of portable advertising (handbills, schedules, souvenirs, T-shirts, etc.) if these items are only distributed to persons 18 years of age or older.

# Guidelines for All Field Use

## **Acknowledgment of Receipt**

All users are required to sign and return an "Acknowledgment of Receipt" form (page 14 of these guidelines) at the time they submit a Field/Facility Request form.

## **Insurance**

All users are required to provide a Certificate of Insurance, one million dollar per occurrence general liability policy, naming the City of Fort Collins as "additionally insured". The Certificate of Insurance is due at least 15 business days prior to the first day of the reservation. Information about insurance requirements is attached to these guidelines.

## **Deposits**

A \$250 deposit is required for all new user groups, or user groups that have a record of not paying in a timely manner, or consistently missing the deadline for field changes.

## **Field/Facility Requests**

To start the process of reserving field/facility space, a person or organization must complete a Field/Facility Request form and return it to the Front Office, at 413 S. Bryan Avenue, Fort Collins, CO, 80521 or email to parkshop@fcgov.com. The Field/Facility Request form must be accompanied by a signed copy of the "Acknowledgment of Receipt" form on page 14 of this document. **No requests will be accepted without an "Acknowledgment of Receipt" form.**

## **Admission/Gate Charge**

Non-City sponsored users will not be allowed to charge admission fees to spectators at any City-owned outdoor sports facility unless prior written approval has been granted by the Director of Parks. Written explanation of need must accompany a request to charge an admission fee.

## **Alcohol**

There is no alcohol allowed in any park. Directors are required to inform all participants to abide by the following ordinance and to assist in enforcing the open container ordinance:

### **Open Container Ordinance, Code #17-141**

Carrying or drinking liquor or fermented malt beverages is not allowed. No person shall carry or have any open containers of liquor or fermented malt beverages on any street, sidewalk, alley or other public place, in any automobile, or on the grounds, or in the facilities of any public or private school, college, or university, except where authorized by the governing authority of such institution.

This means no alcohol is allowed in any area of a park and cannot be authorized by the tournament director or user groups(s).

- If the ordinance is violated, a City Parks employee will contact the police department to have the individual removed.

## **Glass Bottles/Containers, Code #23-201, Ordinance No. 62, 1988 #8**

No person shall bring any glass containers or have possession of the same in any City parks.

## Fees and Billing:

- **Fees:** See attached fee schedule
- **Leagues/Tournaments/Camps/Clinics/Tryouts:** Fees will be billed monthly and are due within thirty (30) days from date of the invoice.
- **Practice:** Fees for all practices other than league directors are due at the time of the request.
- **Cancellations:** If practice is canceled due to weather related concerns, refund requests must be submitted by the next business day. If practice is canceled due to reasons other than rain or snow no refund will be given.
- **Late Fees:** Any fees not received according to the above billing schedule will result in a late fee of \$30.00. If payment is not received by the next invoice remaining fields booked on reservation may be cancelled.
- **Consistent Late Payment:** Any users that are consistently late in paying their monthly invoices will be required to pay up front the following season. Without limiting the foregoing and by way of example, for purposes of this section “consistently late” shall mean late in paying 50% or more of the invoices issued in any season.
- **Collections:** Any user whose non-payment has led the City to send the user’s invoices to Collections for payment will no longer be allowed to rent fields from the City of Fort Collins. Users will be sent to collections if full payment has not been received 30 days after a final notice invoice has been sent to user.

## Scheduling Requests and/or Changes

All requests and/or changes must be submitted in writing to the Front Office no later than two calendar days prior to the event. Requests not received two days prior to the event could result in fields not being ready for play. In addition, changes to field times and/or locations will not be accepted or adjusted on/after the day of the event, payment for these fields as scheduled will be expected; invoicing will not be adjusted.

Weekend tournament directors must submit all changes, in writing, to the Front Office by 3:30pm the prior Wednesday.

## Definitions:

- **Practice:** Consists of **one** team using a field for no less than 1.0 hours and no more than 1.5 hours.
- **Scrimmage:** Consists of two teams using the field for no less than 1.0 hours and no more than 1.5 hours.
- **Game:** Consists of two teams using a prepped field for approximately 3 hours.
- **Camp/Clinic/tryout:** Consists of two or more teams or one team with more than 20 participants using the field for more than 1.5 hours.

**Games take priority over any practices.**

## Event Season

To provide the best possible turf and overall conditions for all users, fields will not be scheduled and will not be used by organized groups prior to the third weekend in March and after the first weekend in November, unless otherwise approved in writing by the Director of Parks.

## End Times for Ball fields

Weekdays & Saturdays	11:00 p.m.	All ball fields
Sundays	3:00 p.m.	Fossil Creek Park/Lee Martinez Park (in summer months)
	3:00 p.m.	Rolland Moore Complex (spring and fall)
	11:00 p.m.	All other community parks

- City Park South ball field will be limited to Double-Headers **ONLY**

## End Times for Turf Fields

Weekdays, Saturdays	11:00 p.m.	All turf fields
Sundays, & Holidays		

**Note:** No games can start on any field after 9:30 p.m. This will allow teams to be off all fields by the 11:00 p.m. lights-out curfew.

## Start Times

City outdoor sports facilities will be scheduled to provide sufficient time to properly prepare maintain and care for the facilities. Park crews will not begin preparing any City ballfields until 7:00 a.m. because of the City's Noise Ordinance, which requires that user groups on ballfields begin no earlier than 9:00 a.m. Adverse weather conditions increase the time required to adequately prepare a playing area in a safe condition. Turf sports do not require field preps, so they may be used beginning at 8:00 a.m.

- Rolland Moore Park – 2 fields @ 9:00 a.m./2 fields @ 10:00 a.m. before April 15<sup>th</sup> and after October 15<sup>th</sup> due to lighting.

## Inclement Weather

In case of wet field conditions, a Park's staff person will have final say whether the fields are playable. The City staff and tournament representative for the specific field(s) will collaborate and make the appropriate decision(s) regarding any cancellation, postponement, or any other related arrangement.

Under no circumstances will a tournament be conducted on field(s) deemed unplayable by City staff.

It will be the responsibility of the tournament director or user group(s) scheduled to inform participants and their staff of any decision(s) made.

Below are a few reasons for field cancellations:

- Standing water on the field(s)
- Fields are slippery or unsafe
- Turf tears underfoot



## Field Closures

If fields are closed for any reason a “closed” sign will be posted and/or bollards will be in place. Please respect the “closed” sign/bollards and refrain from play on that field so that it can be reopened and ready for play in a timely manner. It will be the responsibility of the tournament director or user group(s) scheduled to inform participants and their staff of any decision(s) made.

## Jeopardizing Use

A facility will not be scheduled and scheduled use will be canceled if City staff, through the agreement of designated representatives from Parks, reasonably determines use will cause excessive damage to the facility. A user may be denied the future use of a City outdoor sports facility if the user has damaged or has been irresponsible in the use of any City outdoor recreation facility, or has been delinquent on payments to the City.

**Example:** Facilities are left unsecured; trash and debris are left at the facility; equipment is damaged or stolen; park rules and regulations have been ignored or violated; or when use by scheduled user occurs at a facility after an event has been cancelled or postponed by inclement weather.

## Cleanup

Each user is responsible for cleanup of all fields and facilities used. This includes score booths, grandstands, warm-up areas, parking lots, and the fields themselves. Failure to thoroughly clean any one of these areas will result in a \$50.00 fee assessed per field and/or area per day.

## Damage

The league / tournament host and/or director will be responsible for reimbursing the City of Fort Collins for any damage to City property incurred to City facilities as a result of the event, including but not limited to damage due to activities of guests and patrons at the event.

## Preps/Re-preps and Wet Field Maintenance

Once a field prep is completed the user is liable for the payment, whether or not the field is used (unless due to inclement weather). Re-preps will only be done if prior arrangements have been made.

**Note:** If wet fields exist and maintenance is necessary, the following will apply:

- It will be the decision of the tournament director to approve the use of “Turface.”
- Park staff will not apply any field drying agents to fields without prior approval from the tournament director.
- Turface will be applied upon approval at the rate of **\$16.00 per bag**.

## Special Notes (Softball/Baseball)

- No soft toss, pepper, or hitting any type of balls directly into fences or backstops.
- No batting practice or pitching machines without catchers or portable nets or backstops.
- No infield practice while staff is prepping field(s).
- Do not remove pitching rubbers. **\*NOTE: No one other than Parks staff is permitted to remove pitching rubbers.**
- Replace dead-man caps and cover caps with dirt when removing bases after games.

**NOTE: If any of the above items are observed by City Staff and the damage is apparent, the damage will be repaired by the City and billed to the appropriate party.**

## Equipment

The City does not supply or maintain the items below, any of which that may be brought into any Park by a private user must be maintained as safe by such party. Users assume the risk of using any such items and release any claim against the City arising from injury while using any such privately supplied items:

- Bases at neighborhood parks.
- Pitching rubbers other than at 40', 43', 46', 50', 54', 60'6", user must supply temporaries for other distances.
- Soccer, football, lacrosse, field hockey, or rugby goals, nets, flags, or markers.

A \$50.00 fee will be assessed for any goals remaining on the field(s) for more than five days from the last date reserved.

**NOTE:** Any party bringing privately owned items onto any City owned park facility, including but not limited to the equipment listed above, agrees that any items placed and/or left in any City park shall not be in or cause a dangerous condition; the party providing such items assumes all risk of injury to any persons using any privately provided equipment.

## Vending

The User with a field permit for **game(s)** may determine whether any vending will be allowed at the sporting event, and must provide the 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 have their own valid Sales Tax License from the Sales Tax Office located at 215 N Mason, 970-221-6246. The signed license must be displayed and easily visible on the vendor(s) equipment while at the event. **The User permitted for the game(s) will be responsible for ensuring that the vendors participating at the sporting event comply with all requirements, and that the vendors leave the area clean.**

The User will also supply the Front Office staff with a list of the vendors that will be at the sporting event. Parks staff will provide the Customer with information as to where the vendors are allowed to set up at the Park. Vendors may not set up unless approved in writing in advance by the City and then only in areas identified by Park staff.

If non-packaged food is being sold at the event, the vendor needs to contact Larimer County Department of Health at 970-498-6775 to ensure health regulations are being followed.

# Guidelines for Tournaments

## **Security Staff**

The City may require that security staff be hired for specific tournaments to enforce City policies related to alcohol consumption and/or traffic control. The City will retain and schedule the security staff that has been contracted with the City. In addition to the general tournament fees the user will pay the City for the additional security staff.

## **Scheduling Exception for “Special Tournaments”**

A special tournament is defined as a competitive sporting event in which the participants or teams are not allowed to participate unless they have met the sponsoring organization’s established qualifying guidelines. This typically involves placing in a preliminary tournament or event at a designated level (i.e., first or second). Special tournaments generally need to be scheduled farther in advance than other tournaments, and this exception is designed to accommodate this need.

Some examples of special tournaments are Nationals, Regionals, Worlds, or State championships.

The director of a special tournament is to inform the Parks Scheduling Staff as far in advance as possible of the intent to request this scheduling exception. When the City receives a special tournament request, the Parks Scheduling Staff will organize a meeting of all known users or groups interested in reserving outdoor sports facilities that are affected by the request. This group will discuss the request and the feasibility of fitting it into the schedule. The input from this group will be considered before the Scheduling Staff makes a final decision concerning the request.

**NOTE:** All information **must** be received by the Front Office by 3:30 p.m. on the Wednesday prior to the weekend tournament.

Information not received by 3:30 p.m. on the Wednesday prior to the event could result in fields not being ready for play. A \$50.00 late notice fee will be assessed for any changes made after the deadline, a one-time waiver may be allowed.

# Guidelines for Leagues & Practices

## **Ballfields and Turf Sports Practice Reservations**

Individuals may start reserving space for Spring/Summer practice beginning in March (specific dates will be announced at the beginning of each year) for practices to begin the third weekend in March. Reservations can only be made for a minimum of 1 hour or a maximum of 1½ hours, two times per week. Practices must take place within the time slots listed below.

Individuals may start reserving space for fall practice beginning in August (specific dates will be announced at the beginning of each year) for practices to end the first weekend in November.

### **Note:**

**NO PRACTICES** WILL BE BOOKED PRIOR TO THE FIRST DAY OF FIELD RENTAL

## **Practice Start and End Times**

Practices must take place within the following time slots:

3:30 p.m. to 5:00 p.m.

5:00 p.m. to 6:30 p.m.

6:30 p.m. to 8:00 p.m.

## **Field Cancellation/Change Policy:**

\*If practice or game is canceled due to weather related issues, a refund request must be submitted within 24 hours by calling (970) 221-6660.

\* NO refund will be given to non-weather related cancellations.

\*A \$5.00 fee will be assessed to each booking when a change is made to the location, time or date.

**Games take priority over any practices.**

# Scheduling Priorities and Preferences for Games

## **When Scheduling the Use of City Outdoor Sports Facilities for a game(s).**

1. City-sponsored programs are given the highest priority.
2. Recreational youth programs are given priority over all other non-City sponsored programs.
3. Recreational adult programs are given priority over any competitive programs.
4. Competitive youth programs are given priority over competitive adult programs.
5. Programs sponsored by non-commercial groups are given priority over programs sponsored by commercial or for-profit groups.

**Note:** New users will be placed in one of the existing priorities. Seniority will be used as a factor when determining priority when the users in conflict cannot resolve facility usage. If the priority for a new user is higher, seniority will not be a factor.

## **Priority/Request Submittal List**

- **City Sponsored:**  
Adult and Youth league programs (City would have 2<sup>nd</sup> priority on BCC fields)
- **PSD Programs**
- **Non-Profit Youth:**  
Soccer club recreational leagues  
Youth baseball recreational leagues  
Girls softball club leagues  
Soccer club Arsenal  
Youth baseball rookie, legion and select leagues  
Buckaroos  
Christian and Private school leagues  
Tennis Association tournaments and leagues
- **Non-Profit Adult:**  
Soccer club leagues, camps and clinics  
Soccer club tournaments  
Tennis Association tournaments  
Women's soccer team  
CSU – affiliated events  
Other non-profit tournaments by definition
- **Commercial for Profit (Camps, Clinics, Leagues, and Tournaments)**
- **Practice - turf or ballfield:**  
Any use for practice  
**Note:** Games take priority over any practice



**City of Fort Collins Parks**  
**Community Services**  
 413 South Bryan Avenue  
 Fort Collins, CO 80521  
**970.221.6660**  
 970.221.6849 - fax  
*fcgov.com*

## Acknowledgment of Receipt

The User 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 Permits. 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.

The User agrees not to discriminate on the basis of disability, and to comply with all applicable requirements of the Americans with Disabilities Act.

User 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. User 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 User's property, or injury to persons using City facilities or equipment provided by private parties, and User hereby waives any claims against the City related to any such damage or injury. Unless User is a government entity, User 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 User 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 User. Government Users 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 received and read the "Outdoor Field/Facility Use Guidelines & Procedures" document and the attached Park Rules and Regulations and, on behalf of the User, agree to adhere to all requirements. If User is a corporation or other entity, the person signing on behalf of User affirmatively states that he or she has authority to act on behalf of the User.**

**The City of Fort Collins reserves the right to amend or revise said documents and will notify recipients prior to any effective amendments or revisions.**

Recipient's Name (print): <hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/>	
Recipient's Signature: _____	Date: _____
Title: _____	Organization: _____

**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 Updated: 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 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 Environmental Services 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 customer uses 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. The following is a non-exhaustive list of local providers:

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

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

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

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

Zero Hero  
[www.zeroheroevents.com](http://www.zeroheroevents.com)  
Phone (970) 237-1498

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





Financial Services  
Risk Management  
215 N Mason St. 2nd Floor  
PO Box 580  
Fort Collins, CO 80522

970-221-6708  
970-221-6296 - fax

## City of Fort Collins Special Events Insurance Requirements

**General liability insurance** coverage is required for most special events occurring on City property. A special event is defined as any organized activity involving the use of, or having impact upon, public property, facilities, public parks, sidewalks or street areas that require a permit. Special events permits, insurance certificates and limits must be reviewed by the city and permits will not be issued without a certificate of liability insurance in most instances. The City Risk Management Department will review your permit application and notify you of specific insurance requirements applicable to your planned event.

**Auto liability insurance** is required if vehicles are used for other than normal and standard commute purposes. If applicable, this coverage is required for owned, non-owned, leased or hired vehicles with a minimum coverage limit of \$500,000

The City of Fort Collins does not facilitate Special Event Insurance, but the below information may be helpful in securing short-term liability insurance.

### **What is an Insurance Certificate?**

An Insurance Certificate demonstrates the existence and terms of a particular insurance policy. It is common for insurance certificates to specifically name another involved party as insured when it relates to common business interests. Insurance Certificates must be provided to the City preceding event approval and this should be done as early as possible.

### **Where can I get an Insurance Certificate?**

- The best place to obtain an insurance certificate is through an already existing insurance policy maintained by your organization, affiliation, business or home owners insurance. There is usually little or no cost for the issuance of an insurance certificate on an existing policy. The request for such a certificate is usually placed through the agent, broker, or risk management department of the organization.
- If there is no existing insurance that will provide coverage, you will want to shop for insurance coverage and may be able to obtain an insurance policy and certificate that specifically covers the special event. Many times a special event may be included as "rider" or "endorsement" to an existing liability insurance policy. Your insurance agent or broker may be the best place to start asking questions.

### **What is required on the Insurance Certificate?**

- One Million Dollars of General Liability Insurance is typically the minimum accepted. Some events may require higher or lower limits.
- Specific liquor liability if alcohol is served on public property.
- Auto Liability if event meets the requirements described above.
- The event sponsor must be the "named insured."
- The City of Fort Collins must be specifically "named as the additional insured."
- The City of Fort Collins must be identified as the "certificate holder".
- The certificate must be on the current Insurance Service Organization (ISO) form.
- The policy must be current through the event date.
- Please also note the event name and date(s) on the certificate so we can ensure it is appropriately placed with the correct event.

Questions on the requirements for special events insurance can be directed to the City's Risk Management Department at (970) 221-6807