



**Culture, Parks, Recreation
& Environment**

2008 Skate 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 skate parks. 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:

To start the process of reserving skate park space for events and/or exhibitions, camps, clinics a person or organization must complete a Facility Permit Request form and return it to the scheduling office, (413 S. Bryan Avenue, Fort Collins, CO, 80521).

<u>Fees:</u> Non-profit fee is	\$250.00 per each 4 hours (not to exceed 8 hours/day). \$500.00 per day for use over 4 hours up to 8 hours.
Commercial fee is	\$300.00 per each 4 hours (not to exceed 8 hours/day). \$600.00 per day for use over 4 hours up to 8 hours.

Non-profit Criteria: The following items will be used in determining the application of non-profit charges:

1. A program or event that is run by an organization which has been or is eligible to be certified as a non-profit organization under section 501(C)(3) of the Internal Revenue Code; and
2. A private non-profit charitable organization is identified as the recipient of the event's net profits; and
3. The City receives a letter from the private non-profit charitable organization outlining this arrangement; including an itemized event budget, schedule, projected revenue, projected number of participants, etc.; and
4. Rental payment for the event is made to the City by way of check or money order from the private non-profit organization.

Security Deposit: A \$250.00 security deposit for each event is required at the time of submitting all permit requests. All deposits are entered into the City's financial system upon receipt. Deposits will be refunded if request is denied, and if approved at the conclusion of the event provided there is no damage to the facility and cleanup of the facility and surrounding area is complete.

Insurance: Any facility/field request for use pertaining to leagues 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. Insurance can be obtained through a specific sport sanctioning body that provides the required insurance.

Payment of User Fees: All fees related to the reservation are due at time of reservation.

Refund Requests: 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.

Frequency of Skate Park Reservations: Skate Parks are primarily for “drop-in users”. Events may be scheduled and reserved a maximum of four (4) times per calendar year. Skate park events include 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.

Limited Capacity: City skate parks are located at Fossil Creek Park, 5821 S. Lemay and Edora Park, 1420 East Stuart. Each facility offers a variety of amenities for drop-in and/or scheduled use. The City skate park facilities do 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.

Admission/Gate Charge: Non-City sponsored users will not be allowed to charge admission to spectators at any City-owned outdoor sports facility.

Signs/Flyers: 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.

Alcohol: The following ordinance will be strictly enforced and event directors are required to inform all participants to abide by this ordinance and to assist in enforcing this ordinance:

Open Container Ordinance, Code #17-141:

Carrying or drinking liquor or fermented malt beverages in certain places. 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 event director. The event director shall enforce this ordinance.

- The City staff can provide additional signage for event directors to post at entrances to the park and/or sports facilities. The Event Supervisor (if applicable) has the authority to remove an individual from participating if the alcohol ordinance is not adhered to on City property. The police shall be notified, if deemed necessary.

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.

Safety: All user rules posted at the parks must be adhered to.

Noise Ordinance: All users will abide by the City’s “Noise Ordinance”. (Copies of ordinance are available from the Parks, Forestry, and Sports Office).

Concessions: Sale of any merchandise and/or refreshments must be approved and issued a vendors permit by the City Sales Tax office and the Facility Scheduling Supervisor.

Outdoor Vendors:

All applicable guidelines and ordinances must be observed by outdoor vendors including the following:

- * Selling or offering to sell any item for commercial gain without a permit is illegal (**Code 23-201, Ordinance No. 62, 1988 #6**).
- * Solicitation by vendors in parks without a license is prohibited (**Code 15-382**).
- * Utilization of (parks) to conduct a service for commercial gain without a permit is illegal (**Code 23-201, Ordinance No. 62, 1988 #7**).

The Parks Management Team (PMT) and the Recreation Management Team (RMT) have established that private commercial vending in City-owned parks interferes with the public's use of the parks and is not what our customers expect or desire when they enter a park or visit an outdoor athletic facility in our park system.

Consequently, the **City will authorize sales by event and/or tournament directors only when the following criteria are met:**

- * The merchandise being sold is directly related to the activity, event or tournament.
- * The merchandise being sold has prior approval from the Recreation Supervisor and is only at locations authorized by the City.
- * The event director has secured an outdoor vendor's license and a City sales tax license from the City's Sales Tax office (215 N Mason, phone #221-6780).

Facility Supervisor(s): A Parks and Recreation facility supervisor will be assigned if deemed necessary by the City sports staff to assist in emergency situations, and to make sure City equipment and facilities are utilized appropriately. A fee will be charged. This fee is to cover the supervisor's wage, F.I.C.A. (\$.84), and worker's compensation (\$.43) to be in compliance with the Fair Labor Standards Act (F.L.S.A.).

Jeopardizing Use: Failure to abide by the policies, procedures, and guidelines contained in this document may jeopardize any future use of City owned facilities.

Damage: The event host and/or director will be personally responsible for reimbursing the Recreation Division for any damage to City property incurred by the event.

Cleanup: 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.

Acknowledgement of Receipt: All users are required to sign and return an "Acknowledgement of Receipt" form at the time they submit a Facility/Field Request form. Facility/Field Request forms will not be confirmed until the "Acknowledgement of Receipt" document is on file with the Parks and Recreation scheduling office.



Acknowledgment of Receipt

I have received a copy of the "Skate Park Reservation Requirements, Procedures, Guidelines, Policies, & Fees" document.

I understand it is my responsibility to read and adhere to the contents of this document prepared by the City of Fort Collins.

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

Recipient's Name (print): _____

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: Possession or consumption, whether open or closed, except where allowed by a special event permit.

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(e))

Last Update: 1/2008

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