



City of Fort Collins
Parks Division

EMS Res. #
Date Ent.
Ent. By
Event Log
Inv. #
OFFICE USE ONLY

TRAIL USE REQUEST

THIS FORM IS TO BE USED IN CONJUNCTION WITH THE RULES AND REGULATIONS FOR THE USE OF CITY PARKS BY LARGE GROUPS/EVENTS.

Today's Date:

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TRAIL(S) REQUESTED:

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:

\_\_\_\_\_

For after hours Emergencies ONLY you may call 206-2816, the Parks on-call pager.

I, the undersigned, have read and received the park rules and regulations governing trails, and agree to adhere to all requirements.

Customer Signature

Date

**CITY OF FORT COLLINS  
RULES AND REGULATIONS GOVERNING  
THE USE OF TRAILS**

**Event Name:** \_\_\_\_\_ **Date of Event:** \_\_\_\_\_

**Event Coordinator** \_\_\_\_\_

A Trail Use Permit is required for all group events using a City designated trail. (See Chapter 23, Article X of the City Code.) An application for a Trail Use Permit may be approved, conditionally approved, or denied by the Director of Culture, Parks, Recreation & Environment.

The Director 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 operation the same.

1. Any person wishing to use a trail for an event must obtain a Trail Use Permit from the City's Park Maintenance Division, 413 S. Bryan Ave., 221-6660, at least ten (10) days prior to the date of such event.
2. Only four running events will be allowed per calendar year.
3. No running event shall start or end on the trail system.
4. A fee of two hundred and fifty dollars (\$250) must be paid by the Applicant prior to issuance of the Trail Use Permit.
5. A Security/Damage Deposit of two hundred and fifty dollars (\$250) must be paid by the Applicant prior to issuance of the Trail Use Permit. This deposit, or any portion thereof, may be retained by the City to pay for any damage caused to the trail or trail property or for any costs incurred by the city due to the use of the trail by the applicant. 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 applicant is responsible for any damage to city property that is not covered by the security deposit.
6. No bike races will be allowed on the trails.
7. Applicant must provide portable restroom facilities as follows: (150 guests per portable unit) \_\_\_\_\_
8. Applicant must provide trash facilities as follows: (200 guests/3 yd. dumpster / 300 guests/5 yd. dumpster)  
\_\_\_\_\_
9. Applicant must equip at least one contact person with a cellular phone or pager and a contact person must be at the trail event at all times. Applicants must provide the Park Maintenance Division with the phone and/or pager number of the contact person before a Trail Use Permit will be issued.
10. Applicant must submit a parking plan at the time of making the application for the Trail Use Permit.  
**Parking is not allowed on turf areas.**

11. Applicant must schedule a meeting with City staff at least two weeks prior to the date of the trail event to determine utility line locates, electrical needs, water needs and to discuss any other potential problems associated with the event. Failure to timely schedule and attend this meeting may result in revocation of the Trail Use Permit.
12. Trail Use Permits are not available for more than one day. Overnight events, are not permitted except by special permission of the Director of Culture, Parks, Recreation & Environment.
13. If the trail event requires the closure of any street which is normally open to the public, the applicant will need to obtain a special event permit from the Police Department as required by Chapter 23.5 of the City Code. Contact Police Services at 221-6555. All work associated with a street closure must be performed by a certified traffic control company.
14. Any person who intends to sell any goods or services at the trail event must first obtain an Outdoor Vendor's License from the City's Sales Tax Office, located at 215 N Mason, 221-6246.
15. Liability insurance: A \$1 million per occurrence liability policy with the City of Fort Collins listed as "additionally insured" is required before a Trail Use Permit will be approved.
16. A Trail Use Permit is required for city sponsored events. An event is city-sponsored if such sponsorship is authorized by the City Manager or the Director of Culture, Parks, Recreation & Environment.
17. The issuance of a Trail Use Permit does not constitute a representation by the city that the trail is safe or suitable for the Applicant's event.
18. The Applicant 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 Trail Use Permits to the Applicants or for the event.