



**City of Fort Collins**  
Parks Division

EMS Res. # _____
Date Ent. _____
Ent. By _____
Inv. # _____
OFFICE USE ONLY

**SHELTER REQUEST FORM**

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

Groups 50 and Under	Fossil Creek Oval Shelter _____	Greenbriar Shelter _____	Overland Shelter _____	Spring Park Shelter _____	\$50.00
Groups 200 and under	Edora Shelter _____	City Park #7 Shelter _____	Rolland Moore #2 Shelter _____	Fossil Creek Lake Pavilion Shelter _____	\$60.00
	Spring Canyon Shelter _____				\$75.00

**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 or Organization Name:** \_\_\_\_\_

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

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

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

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

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

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

Will there be amplified sound at your event? Yes \_\_\_\_\_ No \_\_\_\_\_

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 206-2816, the Parks on-call pager.**

**\*\*\*\*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 shelter reservation form. The Large Event form is required for liability/insurance issues.\*\*\*\***

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

\_\_\_\_\_  
**Customer Signature**

\_\_\_\_\_  
**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:** 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(c))***

***Last Update: 1/2008***

# User Guidelines for Shelter Reservations

The following information is provided to assist you in enjoying the park and shelter.

1. Bring your **reservation paperwork** with you to the shelter on the day of your event so you will have documentation in case of conflicts. Only one group is scheduled per day per shelter. Each shelter is available for drop-in use outside the specific hours it is reserved.
2. **Parking or driving on turf (grassy) areas and sidewalks is strictly prohibited.** You are **NOT** allowed to drive up to any of the shelter for loading, unloading or parking. Any violations may result in police ticketing. If you need to load or unload meal items or equipment, contact our office (970-221-6660) to receive proper instructions.
3. Please use caution when using the **outlets** in the shelters. Overloading the outlets with coffee makers, crock pots, etc., will trip the circuit breakers.
4. City Park Shelter #7 and Fossil Creek Lake Pavilion have **water** spigots. Arrangements must be made in advance to use the City Park Shelter #7 spigot. The Fossil Creek Lake Pavilion's spigot is on the west outside wall of the restrooms. It is a push button spigot with an automatic shut-off.
5. **Restrooms** near each of the shelters are as follows:  
Rolland Moore Park Shelter #2 – The closest restroom is east of the shelter by the playground.  
City Park Shelter #7 – North of the shelter by the ball-field complex.  
Edora Park Shelter #1 – East of the shelter and parking lot, by the ball fields.  
Fossil Creek Lake Pavilion – In the shelter area, on the west end of the shelter.  
Spring Canyon Shelter – Directly north of the shelter.  
Greenbriar Shelter – Northwest of the shelter by the larger parking lot.  
Overland Shelter – Located within the same structure.  
Spring Park Shelter – East of the shelter between the ball fields  
Fossil Creek Oval Pavilion – Located within the same structure.
6. **Maximum Capacity** for each of the shelters is as follows:  
Shelters at Greenbriar, Overland, Spring Park & the Fossil Creek Oval is **50**.  
Shelters at Edora, Rolland Moore, Fossil Creek Lake Pavilion, City Park and Spring Canyon is **200**.
7. **Parking** for each of the shelters is as follows:  
Rolland Moore Park Shelter #2 – Parking lots are located near the tennis complex, the playground, and along the road within the park.  
City park Shelter #7 – On both sides of Bryan Avenue, along the creek and along the fenced area.  
Edora Park Shelter #1 – Parking lot located on the west side of the ball fields and along the park road.  
Fossil Creek Lake Pavilion – Parking lot is located on the west end of the park, off of Fossil Creek Parkway.  
Spring Canyon Shelter – Parking lot is located coming into the Park from Overland Trail.  
Greenbriar Shelter – Parking lots are located along Bramblebush St (by the ball fields, and east end of park)  
Overland Shelter – Parking lot is located off of Virginia Dale Drive to the south of the park.  
Spring Park Shelter – Parking lots are located on the west by the shelter and the north side by the ball fields.  
Fossil Creek Oval Pavilion – Parking lot is located off of Lemay on the east side of the park.
8. Any **structures** that you bring in, such as dunk-tanks, jumping castles, volleyball nets, wedding arches, etc., must be listed on your original reservation form. Line locates are required for these items.

If your event requires a **Line Locate**, you must contact Utility Locates (UNCC at 811 or 1-800-922-1987) two weeks before the event to make arrangements. A Line Locate is required if you are placing stakes in the ground longer than the standard 6 inches.

# 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

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

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