



# City of Fort Collins

Parks and Recreation Division

## SHOWMOBILE REQUEST INFORMATION FORM

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

THIS FORM IS TO BE USED IN CONJUNCTION WITH THE SHOWMOBILE RENTAL CONTRACT.  
(ATTACHED)

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

**LOCATION REQUESTED:**

**Date(s) Requested:** \_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

Will customer be using the Showmobile outside city limits? Yes \_\_\_ No \_\_\_

Will customer need to use the generator? Yes \_\_\_ No \_\_\_

**If you plan to use ground stakes 6" or longer in any city park, line locates may be required so the irrigation systems are not damaged. Call our office, 221-6660 one week prior to your event to schedule on-site locates. 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 and agree to adhere to all requirements.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Parks and Recreation Authorized Signature (221-6660)

\_\_\_\_\_  
Date

# SHOWMOBILE POLICY

1. Any person or organization/agency desiring use of the Showmobile must make application on the designated Showmobile Request Contract Form. In addition, the person organization/agency must agree to comply with all the requirements of the Americans Disabilities Act. Applicant's signature denotes compliance.
2. Reservation shall be made no later than two (2) weeks prior to the desired date of use.
3. Rental fee must be paid at time of permit.
4. A renter must cancel five (5) working days in advance of the rental date in order to receive a refund. Cancellations made after this time result in forfeiture of the rental fee.
5. If the rental is canceled due to inclement weather, the refund shall be based on the costs incurred by the City as a result of the agreement. If the Showmobile is fully set up before a cancellation occurs, no refund will be given.
6. Parks Division personnel will approve all Showmobile locations to avoid potential damage of turf, facilities, and the Showmobile itself.
7. The City does not have a public address or sounds system; however, the Parks Division will provide **instruction** for hook-up of a sound system and electrical circuitry. If any additional electrical work needs to be done there will be a \$35.00 per hour charge with a minimum one-hour charge.
8. The City does have a generator that the renter may use for a fee of \$50.00. Use of the generator **MUST** be arranged at the time of contract.
9. All groups, regardless of affiliation, must pay the transportation fee.
10. If you are planning on having the showmobile set up outside of city limits, we charge an additional transportation fee of \$10.00 per mile.
11. A reservation hold fee of \$100.00 must accompany the Rental Request/Contract Form. Reservations are taken on a first come basis.
12. If the Showmobile will be kept at a site overnight, all groups must provide overnight security.

**I, the undersigned, have read the above rules and policies and agree to adhere to all requirements.**

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

\_\_\_\_\_  
Date

**CITY OF FORT COLLINS – PARKS  
SHOWMOBILE RENTAL REQUEST/CONTRACT**

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

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

Basic Unit (16' X 32') .....	\$275.00	\$ _____
Basic Unit plus 1/3 staging (1 row / 24' X 32') .....	\$475.00	\$ _____
Transportation .....	\$125.00	\$ _____
Additional \$10.00 per mile, for locations outside city limits..	\$10.00/mile	\$ _____
Use of 50 amp Generator .....	\$50.00	\$ _____
Electrical Support (per hour) .....	\$35.00	\$ _____
Additional Charges .....		\$ _____

**TOTAL RENTAL CHARGE** \$ \_\_\_\_\_

**Reservation Hold Fee** (to reserve Showmobile) ..... \$100.00 \$(\_\_\_\_\_)

**Showmobile cannot be delivered until final payment is made. BALANCE DUE** \$ \_\_\_\_\_

(Final payment must be made 5 business days prior to rental)

\_\_\_\_\_ In consideration of the right to use a City of Fort  
Agency/Organization/Individual  
Collins recreational facility agrees that it will not discriminate on the basis of disability and  
will comply with all requirements of the Americans with Disabilities Act in its use of the  
City's recreational facility.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant's Name (please print)

\_\_\_\_\_  
City of Fort Collins Representative                      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

# 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