



THINGS TO KNOW WHEN RENTING A SHELTER

The following information is provided to assist you in obtaining the maximum enjoyment from your shelter reservation.

1. **Payment and reservation form must be received a minimum of 7 days prior to event and no earlier than 1 year in advance.** Reservations will not be granted on Mother's and Father's Day, Memorial and Labor Day, and July 4th. The maximum allowed event size is **50** people.
2. Gateway Natural Area hours are dawn to dusk all year long. **Call the Natural Areas Department Administration Office at 970-416-2815 to reserve your shelter.**
3. Each shelter has four standard size outdoor grills. Table-top gas grills are allowed. Burning of wood in grills is not allowed; only charcoal is allowed. Prior approval is required for any other outside grills. Shelter A has six tables and Shelter B has four tables. **On the day of the event, a Gateway employee must approve and supervise moving of any picnic tables.** Each shelter has one electrical outlet for two devices. Please do not overload the outlets with too many devices as they could trip the circuit breakers.
4. Restrooms are located near the shelter and near the natural area entrance. Potable water is not available.
5. Parking guidelines for the shelters are:
Parking at Gateway Natural Area is limited to 72 vehicles – Carpooling, vans, and buses are strongly recommended.
Parking fees are collected at time of arrival – \$6.00 per vehicle, \$12.00/vehicle occupied with 8 or more people.
The person signing the reservation form is responsible for all unpaid parking fees.
Parking is free during the months of December, January, and February.
6. Music speakers, instruments, and any public address type system are not allowed in order to maintain the tranquility of the natural area and to not disturb the wildlife and other natural area visitors.
7. **Alcohol is strictly prohibited per City ordinances.** Dogs must be on a leash. Throwing of horseshoes is not allowed. Parking or driving on turf (grassy) areas is strictly prohibited. Any violations may result in citations.
8. Any structures that you bring in such as volleyball nets, soccer goal posts, tents, etc., must be listed on your original reservation form and are subject to approval.
9. An ADA sidewalk is available to the shelters and restrooms for the disabled. If you need to unload items, contact the Gateway Natural Area office at (970) 407-1106 for proper procedures.
10. All cancellations require a 48-hour notice to receive a full-refund. The customer signing the reservation will be responsible and will be billed a minimum of \$100 for any damage or any excessive cleanup tasks caused by the customer or their guests.

The Natural Areas Ranger may condition the issuance of any reservation by imposing reasonable requirements concerning the time, place, and manner in which the proposed activity shall be permitted, and may deny any reservation 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 operating the same.

Following these guidelines will keep Gateway Natural Area a beautiful place to visit and will enhance your time spent there.

**Gateway Ranger office phone number is (970) 407-1106.
Call 970-416-2815 to reserve your shelter today!**