



2023
Sports Field
Rules & Procedures

Table of Contents

Scheduling Staff / Phone Numbers	3
Overview	3
Be Mindful	4
Must Dos & Legal Requirements	5
Filed Information/Requirements	7
Field Invoicing/Fees & Extras	10
Tournaments	11
Reserving Fields for Practices	12
Scheduling Priorities.....	14
Acknowledgement of Receipt	15
Attachments/Addendums	16-20
• City of Fort Collins Parks Rules & Regulations	
• Information for Insurance Requirements	
• Guidelines for Advertising in City Parks	
• Goals on City Park Fields Agreement	

Scheduling Staff / Phone Numbers

Please direct any questions or concerns on any of the guidelines, procedures, or fees to one of the following:

Rob Crabb, Manager of Parks (970) 416-2063 Office

Carol Rankin, Office Supervisor (970) 221-6261 Office

Parks Office: (970) 221-6660

Tamara Lindenstien – Scheduling Staff

Jen Scott – Scheduling Staff

**Parks On-Call (after hours: past 3:00pm M-F/ weekends ONLY):(970) 219-3450
(For field condition issues or conflicts)**

For Emergencies, call 911

Overview

These Rules & Procedures are expected to be adhered to by customers reserving sports fields.

It is the intent of Staff to see that sports fields are used to their full potential while maintaining a safe, quality environment.

The Parks scheduling team works with multiple user groups to accommodate customers' sports field needs and can typically find an available field ***if teams are flexible***.

Requested sports fields are not guaranteed regardless of past use. Sports Field use should **not** be advertised on a team/club website until a **confirmation has been received** by the scheduling staff.

City-owned sports fields are not intended to be utilized for commercial gain, but rather to provide a quality recreational activity for the community.

The scheduling priorities are followed to the best of our ability during the first phase of scheduling sports fields for games.

BE MINDFUL

As the City grows, so does the number of sport teams that are requesting sports fields . Having a field designated for one sport and/or team/club specifically is no longer an option. (Exception: CSU-City Park South due to IGA).

Organizations need to inform their Coaches and Parents that Parks Front Office staff are to be treated respectfully.

- Front Office staff will provide teams with information on field availability and schedule fields as available.
- Front Office staff are not arbitrators for coaches that cannot get along.
- Front Office staff do not have control over field availability other than to state if a field is available for use or not. If a requested field is not available other options are provided and the coach can choose to reserve or not.
- Coaches need to be flexible and understanding when their field of choice is not available.

Organizations should make sure their Coaches/Parents are informed of the process to reserve practice fields (noted on page 12 & 13). Additionally, Coaches/Parents should be directed to parks web page: <https://www.fcgov.com/parks/park-rentals#cb-43638-6448> which will provide them with aerial views and locations of the parks.

Organization should make Coaches/Parents aware that there should only be **ONE (i.e., the SAME) contact per team**. It is not helpful to have other coaches or parents calling in to make updates/changes to an existing reservation.

The form to reserve practice fields must be completed in order to reserve sports fields for practice at the start of the season.
NO EXCEPTIONS

Goals:

- A Goals Agreement must be completed to keep goals erected and secured on City fields during the season of play.
- If a Goals Agreement has not been completed, then **Goals (used for practices/games) must NOT be left at the park and/or field. Goals left at the park and chained to a tree; will be removed at the expense of the team.**

The Parks Sports Crew will paints/prep fields for play. Painting/prepping of the fields is **NOT** allowed by any other entity (loss of fields could result).

Fees did increase for 2023 and will increase in 2024.

Reservations for Games are billed at **end of each playing season (May, August, November)**, and due within thirty (30) days from date of the invoice.

Fees are collected at time of reservation for practices.

Rules & Procedures

Reserving Sports Fields for Games

MUST DOs & LEGAL REQUIREMENTS

(No Exceptions)

INSURANCE

All users are **required** to provide a Certificate of Insurance, one million dollars per occurrence general liability policy, naming the City of Fort Collins as “additionally insured”. The Certificate of Insurance is due at least 15 business days prior to the first day of the reservation. Addendum regarding insurance requirements is attached to these rules and procedures.

ACKNOWLEDGEMENT OF RECEIPT

After reading through this document, Organization Representative must sign the Acknowledgement of Receipt page of this document. It must be received by Parks at least one week prior to the first game.

Games will not be allowed to take place on Parks fields in the City of Fort Collins until the Acknowledgement of Receipt and Certificate of Insurance are received. All forms must be emailed to parkshop@fcgov.com.

PROHIBITED IN ALL CITY OF FORT COLLINS PARKS/SPORTS FIELDS

Organizations reserving sports fields are **required** to inform all participants and spectators to abide by the following ordinances and to assist in enforcing these rules while in the park and using a sports field:
<https://www.fcgov.com/cityclerk/codes>

- There is NO alcohol (consumption or containers) allowed.
- There is NO smoking of any type (cigarettes/marijuana) allowed.
- There is NO glass products of any type allowed.
- NO dogs off leash.

PARKS RULES & REGULATIONS

City of Fort Collins Parks Rules & Regulations must be followed by any user or organization reserving a sports field. Addendum is attached to these rules and procedures.

ADMISSION/GATE CHARGE

Non-City sponsored users **will not be allowed** to charge admission fees to spectators at any City-owned outdoor sports facility unless prior **written approval** has been granted by the Director of Parks. Written explanation of need must accompany a request to charge an admission fee.

CLEANUP

Each user is responsible for cleanup of all fields and facilities used. This includes score booths, grandstands, warm-up areas, dug outs, parking lots; and, in some cases, the fields themselves. Failure to clean any one of these areas may result in a \$50.00 fee assessed per field per day.

DAMAGE

Organizations reserving sports fields will be responsible for reimbursing the City of Fort Collins for any damage to City property incurred as a result of the use of the sports field; including but not limited to, damage due to activities of team members, guests and patrons at the park sports field.

If any inappropriate activity is observed by City Staff and the damage is apparent and as a result of the inappropriate activity caused by the team, guests or spectators at the park sports field, the damage will be repaired by the City and billed to the Organization that reserved the sports field.

EQUIPMENT

The City does not supply or maintain the items below, any of which that may be brought into any park by a private user must be maintained as safe by such party. Users assume the risk of using any such items and release any claim against the City arising from injury while using any such privately supplied items:

Diamond Sports:

- Bases at neighborhood parks.
- Pitching rubbers other than at 40', 43', 46', 50', 54', 60'6", user must supply temporaries for other distances.

Turf Sports:

- Soccer, football, lacrosse, field hockey, or rugby goals, nets, flags, or markers.
- A \$50.00 fee will be assessed for any goals remaining on the field(s) for more than five days from the last date reserved.

NOTE: Any party bringing privately owned items onto any City owned park facility, including but not limited to the equipment listed above, agrees that any items placed and/or left in any City park shall not be in or cause a dangerous condition. The party providing such items assumes all risk of injury to any persons using any privately provided equipment.

A Goals Agreement must be completed and signed to leave Goals on a City Park field (addendum below).

JEOPARDIZING USE

Teams/Organizations may be denied use of Sports Fields for:

- Team or spectators causing damage or being irresponsible in the use of the Sports Field.
- Teams using a sports field that has been designated by staff to be closed.
- Delinquency in payment.
- Not following any of the Sports Field Rules & Procedures and/or Parks Rules & Regulations.

Rules & Procedures

Reserving Sports Fields for Games

FIELD INFORMATION/REQUIREMENTS

Definitions:

- **Practice:** Consists of **one** team using a field for no more than 1.5 hours
 - Diamond Sports - No preps or lights
- **Scrimmage:** Consists of **two** teams using the field for no more than 1.5 hours
 - Diamond Sports - No preps or lights
- **Camp/Clinic/Tryout:** Consists of two or more teams or one team with more than 20 participants using the field for more than 1.5 hours
 - Diamond Sports - No preps or lights
- **Game:** Consists of two teams using a prepped/painted field for 1.5 – 8+ hours
 - Diamond Sports – lights may be requested for games

FIELD USE SEASON (MID-MARCH-NOVEMBER)

Fields will not be scheduled and should not be used by organized groups **prior to the third weekend in March and after the first weekend in November**, unless otherwise approved, in writing, by the Director of Parks.

Diamond Sports

Game Start Time: 9:00am (wing months-Mar/Apr & Oct/Nov – 10:00am)

Game End Time: 11:00pm (games may not start after 9:30pm to allow for the 11:00pm lights-out curfew)

Park crews will not begin preparing any City ballfields until 7:00am to comply with the City's Noise Ordinance. Later start times in the wing months allows for frost conditions and light to prepare the fields in a safe condition.

Turf Sports

Game Start Time: 8:00am (wing months-Mar/Apr & Oct/Nov – 9:00am to allow for frost conditions)

Game End Time: 11:00pm

FIELD REQUESTS

The process of reserving field space for games requires a completed Field Request Form. ***Requested fields are not guaranteed to any one user group/team.***

INITIAL CONFIRMATIONS

Confirmations of reserved fields for games are provided to the user in February: **PLEASE REVIEW THIS CONFIRMATION CAREFULLY.** If holidays have been requested/scheduled or dates need to be changed/cancelled, these changes should be addressed within the week of receiving the first confirmation in February.

CHANGES/REQUESTS TO EXISTING RESERVATIONS DURING THE PLAYING SEASON

All changes and/or requests for games must be emailed to parkshop@fcgov.com no later than **two business days prior to the game – include the Reservation Number.** Requests not received two days prior to the game could result in fields not being ready for play. Changes to game times and/or locations will not be accepted or adjusted day of or after the game day, payment for these fields, as scheduled, will be expected; **invoicing will not be adjusted.**

ANY/ALL updates for weekend tournaments must be submitted, via email, **by Noon the prior Wednesday.**

FIELD CLOSURES

If fields are closed for any reason, a “Closed” sign will be posted and/or **bollards (is this true?)** will be in place. Please respect the “Closed” sign/**bollards** and refrain from play on that field so that it can be reopened and ready for play in a timely manner. It will be the responsibility of the tournament director or user group(s) scheduled to inform participants and their staff of any decision(s) made.

PREPS/RE-PREPS AND WET FIELD MAINTENANCE

Once a field prep or paint is completed, the user is liable for the payment, whether or not the field is used (unless due to inclement weather). Re-preps on ball fields will only be done if prior arrangements have been made.

SETUP TYPES

Parks Sports Crew needs **at least a three (3) week lead time** to make any changes to the pre-existing known setups for the various sports.

<u>Baseball (Diamond Sports)</u>	<u>Soccer/Lacrosse/Football/Rugby, etc. (Turf Sports)</u>
50' path (throwdown FCBC)	Game - NO PREP
60' path 30' (FCBC)	Game Soccer 3v3 20x30 (pee wee)
60' path 35'	Game Soccer 3v3 30x40 (junior)
60' path 35' (circle)	Game Soccer 30x60 (junior)
60' path 40' (arc)	Game Soccer 40x60 (intermediate)
60' path 40' (circle)	Game Soccer 40x80 (intermediate)
60' path 40' rubber	Game Soccer 45x65 (intermediate)
60' path 43' (circle)	Game Soccer 65x110 (Adult/Full)
60' path 46' (circle)	Game Soccer 65x110+2pw
60' path 46' rubber	Game Football 30x60 Flag Youth
60' path 50' rubber (co-ed)	Game Football 36x88 Flag Adult
65' path 43' rubber	Game Football 40x100 RMCAA
65' path 46' rubber	Game Football 40x100 JAA Tackle
65' path 50' (co-ed)	Game Lacrosse 60x35 (Women)
65' path 50' rubber	Game Lacrosse 60x110 (Women)
70' path 46' rubber	Game Lacrosse 7v7 60x35
70' path 50' rubber	Game Lacrosse 6v6 40x77
80' path 54' rubber	Game Lacrosse 60x110 (Men)
90' path 60' 6" rubber	Game Lacrosse 60x110+2pw
	Game Rugby 75x120 Rugby

***Painting of the fields shall be done by Park staff only**

WEATHER CANCELLATIONS BY TEAMS/COACHES

If game/practice is canceled as a game/practice time decision by coach, due to weather related concerns, the cancellation must be submitted to parkshop@fcgov.com or call to 970-221-6660 by the next business day to keep from being charged for the field.

Examples of when fields should be cancelled:

- Standing water on the field(s)
- Fields are slippery or unsafe
- Turf tears underfoot / use of infield would cause ruts

WEATHER CANCELLATIONS BY CITY

If City makes the decision to cancel fields due to weather, the contact on the reservation will be emailed alerting them of the cancellation, and the field will be canceled by staff. **City will provide information by Noon - day of - if field(s) conditions warrant; after Noon becomes a team/coach decision.**

It will be the responsibility of the organization/contact on the reservation to then inform participants, parents, coaches and their staff of the field cancellations made by the City.

LIGHTS

Lights are only available for **games** held on diamond sports ball fields. The fee is a per hour/per field fee and in some cases, there is an additional charge if park staff have to turn on/off the lights.

Fields with programmed lights are: Rolland Moore 1-4, Fossil Creek E&W, Edora E&W and Twin Silos E&W.

Lights are programmed to turn on 30 minutes prior to sunset so lights are fully charged at sundown and to turn off 30 minutes after the end time noted on the booking to allow teams and spectators time to get to their vehicles safely with the light.

Fields with manual lights are: City Park N&S, and Lee Martinez E&W

Lights are turned on/off manually by staff (with fee) unless arrangements are made with the Crew Chief of that field to reserve a key. A log will be completed by staff if they turn on/off – or will be the responsibility of the team to complete. If the log is not completed with the time on/off of the lights, the lights will be charge to the customer according to the time on the booking.

Ballfield lights will be shut off on **the last Saturday of October**. Fields can still be scheduled for play through the first Sunday in November, but plan accordingly. Exception will be for City Recreation at Rolland Moore Community Park.

Rules & Procedures

Reserving Sports Fields for Games

FEES/INVOICING & EXTRAS

FEES AND INVOICING

- **Fees:** Fee Schedule is available at:
- **Games/Tournaments/Camps/Clinics:** Fees will be billed at end of season (spring/summer/fall) and are due within thirty (30) days from date of the invoice.
- **Late Fees:** Late fee of \$30.00 may be assessed if payment is not received within the 30 days from the date of the invoice. Remaining fields booked on reservation may be cancelled as a result of not paying on time.
- **Consistent Late Payment:** Any users that are consistently late in paying invoices will be required to pay up-front the following season. Without limiting the foregoing and by way of example, for purposes of this section, "consistently late" shall mean late in paying 50% or more of the invoices issued.
- **Collections:** Any user whose non-payment results in the city having to send the user's invoices to collections for payment will no longer be allowed to rent fields from the City of Fort Collins. Users will be sent to collections if full payment has not been received 30 days after a final notice invoice has been sent to user.

RECYCLING OPTIONS

<https://www.fcgov.com/recycling/>

VENDING IN A PARKS/SPORTS FIELD

The User with a field permit for **game(s)** may determine whether any vending will be allowed at the sporting event and must provide the Sales Tax Office with a written list of all authorized vendors. Any person who intends to sell any goods or services on park property must have their own valid Sales Tax License from the Sales Tax Office located at 215 N Mason, 970-221-6246. The signed license must be displayed and easily visible on the vendor(s) equipment while at the event. **The User permitted for the game(s) will be responsible for ensuring that the vendors participating at the sporting event comply with all requirements, and that the vendors leave the area clean.**

The User will also supply the Front Office staff with a list of the vendors that will be at the sporting event. Parks staff will provide the Customer with information as to where the vendors will be allowed to set up at the park. **Vendors may not set up unless approved and then only in areas identified by Park staff.**

If non-packaged food is being sold at the event, the vendor needs to contact Larimer County Department of Health at 970-498-6775 to ensure health regulations are being followed.

Rules & Procedures

Reserving Sports Fields for Tournaments

All of the above guidelines for reserving fields for games applies to Tournaments, with the following inclusions.

Scheduling Tournaments

Tournaments generally need to be scheduled farther in advance than other games. If tournaments are not able to be scheduled in January, the director of a tournament is to inform the Parks Scheduling Staff as far in advance as possible of the intent to schedule a tournament.

Some examples of tournaments: Regionals, Nationals, Worlds, or State Championships

When the City receives a tournament request, the Parks Scheduling Staff may need to organize a meeting to discuss the request and the feasibility of fitting the tournament into the schedule, which could affect other teams/clubs. The input from this meeting will be considered before the Scheduling Staff makes a final decision concerning the request.

Changes/Requests to Existing Tournament Reservation

All changes and/or requests must be emailed to parkshop@fcgov.com no later than **three business days** prior to the tournament or by Noon the Wednesday prior for weekend tournaments – **include the Reservation Number**.

Diamond Sports

Game Start Time: 8:00am – must be pre-approved by Director of Parks

Weather Related Cancellations for Tournaments

City staff and tournament representative for the specific field(s) will collaborate and make the appropriate decision(s) regarding any cancellation, postponement, or any other related arrangement. **Under no circumstances** will a tournament be conducted on field(s) deemed unplayable by City staff.

It will be the responsibility of the reservation contact emailed and/or the tournament director to inform participants, parents, coaches and their staff of the field cancellations made by the city.

Rules & Procedures

Reserving Sports Fields for Practices

Ballfields and Turf Sports Practice Reservations

INITIAL (Spring/Summer) practice field requests **MUST** be made via email at parkshop@fcgov.com on the designated date (Diamond / Turf) determined each year, available at:

Field requests made after the initial date can be made by contacting the Parks Office via phone, in person or email.

Practices can be scheduled for a maximum of 2 times per week (**depending on field availability**) for 1.5 hours. Scheduled practices Monday-Friday must take place within the time slots.

4:00pm - 5:30pm

5:30pm - 7:00pm

7:00pm - 8:30pm

Weekends (Saturday-Sunday) can be scheduled for any time of day.

Ballfields are **NOT** prepped, and lights are **NOT** scheduled for practices, scrimmage, or tryouts.

Confirmations of reserved fields for practices are provided to the requester after payment has been received: **PLEASE review this confirmation carefully**. If holidays have been requested/scheduled or dates need to be changed/cancelled, these changes should be addressed as soon as possible.

Dropping In

Teams are welcome to drop into fields for practices on a first-come basis, but if another team shows up with a confirmation from Parks showing they have the field reserved, the drop-in team must leave the field. PLEASE be respectful of other teams.

For Diamond Sports - If the field being dropped into has been chalked/prepped for a game teams are asked to kindly use the **outfield only** for their practice.

If Park Staff arrive to prep the field, teams that have dropped into the field will be asked to leave the field for safety purposes. PLEASE, be respectful and find another location to practice.

Changes/Additions to Existing Reservations throughout the year

Once the initial reservation for practice fields is in place, if any changes/additional field needs are required, **ONLY the contact named on the reservation** may make updates by calling the Parks scheduling staff at 970-221-6660 or emailing the request to parkshop@fcgov.com – **PLEASE PROVIDE THE RESERVATION NUMBER**. Updates to the field, or adding a practice, should be made at least 2 days prior to the need.

Do NOT email Park scheduling staff individually.

Fees

The fee total for schedule practice fields (including scrimmages and tryouts) are due at the time of the request. If the fee cannot be paid at time of request, fields will not be reserved.

Field Cancellation

If practice is canceled due to weather related issues, a refund request must be received within 24 hours by calling (970) 221-6660 or emailing parkshop@fcgov.com

NO refund will be given to non-weather-related cancellations.

A \$5.00 fee will be assessed to each booking when a change is made to the location, time or date.

Rules & Procedures

Reserving Sports Fields for Practices

*(PLEASE remember – Flexibility is Key!
Front Office Staff will Contact Coach with any Questions)*

- 1) Practice Field Requests will only be accepted via email at parkshop@fcgov.com on the designated dates (determined yearly and posted online) **at 8:00am** with an attached **Practice Field Request Form**.

Any Practice Field Request submitted prior to 8:00am on the designated date will be time-stamped as 9:00am, meaning they will be processed after all requests received in the 8:00am hour.

Example: If a request is received at 7:59:59am it will be moved to the end of the list that exists at 9:00am whether that's 1 request or 50 requests.

If a request is submitted on Monday for a diamond sport, it will be sent back to the coach to resubmit on Thursday

- 2) Any email received without the **Practice Field Request Form** attached will be emailed back to the coach to include the form and resubmit.
- 3) An individual email must be sent for each Team's Practice. Multiple request forms attached in one email will not be accepted.

Example: If one coach has three teams, three emails should be sent – one per team.

If more than one request is attached to a single email – one request will be processed and the others will go to the end of the list.

- 4) Practice Times are 1.5 hours in length.
- 5) Once the request has been entered into the reservation system by Front Office Staff:
 - a. The Front Office Staff will contact the Coach via phone (as provided on the **Practice Field Request Form**) confirming the requested dates/times.
 - b. Front Office Staff will collect payment via credit card.
 - i. If an Organization Director is paying for multiple practices, the Coach will inform the Front Office Staff and the Org Dir will be contacted after all requests have been entered and provided a total to be paid via Credit Card over the phone.
 - ii. If a check is necessary for payment, coach or director can come by the Front Office the next business day with payment.
 - c. Coach will be sent the field confirmation via email after payment has been received.

SPECIAL NOTE:

Any party bringing privately owned items onto any City owned park facility, including but not limited to the equipment listed above, agrees that any items placed and/or left in any city park shall not be in or cause a dangerous condition; the party providing such items assumes all risk of injury to any persons using any privately provided equipment. **A Goals Agreement must be completed and signed to leave goals on a city park field (see addendum below).**

Scheduling Priorities and Preferences for Games

When Scheduling the Use of City Outdoor Sports Facilities for a game(s).

1. City-sponsored programs are given the highest priority.
2. PSD programs
3. Recreational and club youth programs are given priority over all other non-City sponsored programs.
4. Recreational and club adult programs are given priority over any competitive programs.
5. Programs sponsored by non-commercial groups are given priority over programs sponsored by commercial or for-profit groups.

Note: New users will be placed in one of the existing priorities. Seniority will be used as a factor when determining priority when the users in conflict cannot resolve facility usage. If the priority for a new user is higher, seniority will not be a factor.

Priority/Request Submittal List

- **City Sponsored:**
Adult and Youth league programs
- **PSD School & Affiliated PSD School *(must show affiliations)* Programs**
- **Youth:**
Soccer leagues (recreation & club)
Baseball/Softball leagues (recreation & club)
Christian and Private school leagues
Tennis Association tournaments and leagues (reserved through Lewis Tennis)
- **Adult:**
Soccer leagues (recreation & club)
Baseball/Softball leagues (recreation & club)
Tennis Association tournaments (reserved through Lewis Tennis)
CSU – affiliated events
Other non-profit
- **Commercial: Camps, Clinics, Leagues, and Tournaments**
- **Practice - turf or ballfield:**
Any use for practice
Note: Games take priority over any practice



City of Fort Collins Parks
413 South Bryan Avenue
Fort Collins, CO 80521
970.221.6660
970.221.6849 - fax
fcgov.com

Acknowledgment of Receipt

The User 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 Permits. City ordinances, rules and regulations will be enforced by Police Services and/or Code Compliance if contact is made to those departments from neighbors issuing a complaint during the event.

The User agrees not to discriminate based on disability, and to comply with all applicable requirements of the Americans with Disabilities Act.

User acknowledges that there are risks inherent in the activities that will be undertaken pursuant to this Application and Agreement that may result in bodily injury or property damage to participants or others. User acknowledges that private parties may bring equipment onto the City facility where the activities undertaken pursuant to this Application and Agreement will occur, and that such equipment is not provided and maintained by the City. The City makes no representations regarding the condition or safety of any such equipment. The City does not assume any responsibility for lost or stolen articles, damage to User's property, or injury to persons using City facilities or equipment provided by private parties, and User hereby waives any claims against the City related to any such damage or injury. Unless User is a government entity, User will indemnify and release the City, its officers, employees, agents, contractors and volunteers against all claims, causes of action, damages, liability, loss or costs, including reasonable attorney's fees, of every kind and nature, directly or proximately resulting from or caused by any act or omission of the User or any of its officers, agents, employees, representative, assigns, guests, patrons or invitees or by their use of occupation of City property, and any loss or damage to property prior to, during or subsequent to the use of the City property by the User. Government Users are responsible for their own negligence and the direct consequences of their performance hereunder. Nothing herein shall be deemed to be a waiver of the protections of the Colorado Governmental Immunity Act, C.R.S. Secs. 24-10-101 et seq.

I, the undersigned, have received and read the "Sports Field Rules & Procedures" document and the attached Park Rules and Regulations and, on behalf of the User, agree to adhere to all requirements. If User is a corporation or other entity, the person signing on behalf of User affirmatively states that he or she has authority to act on behalf of the User.

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

Recipient's Name (print):

Recipient's Signature: _____ Date: _____

Title: _____ Organization: _____

ADDENDUMS ATTACHED

Parks Rules & Regulations

Insurance Requirement Information

Guidelines for Advertising in the Parks

Goals on City Park Fields Agreement

**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 : Possess or consume any alcoholic beverage, open or unopened, except where allowed by a special event permit issued by the City's Liquor Licensing Authority. [NOTE: by City policy such permits are issued only for Civic Center park, Oak Street Plaza park or Legacy park, unless the CS director permits otherwise.]

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); open consumption of marijuana (17-191); and transfer or display of marijuana (17-192).

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: Operating a motorized model boat, car, truck, aircraft or other motorized model vehicle 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.)

Model Rocket: Launch a model rocket in, onto or over a recreation area.

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))*



**Financial Services
Risk Management**
215 N Mason St. 2nd Floor
PO Box 580
Fort Collins, CO 80522

970-221-6708
970-221-6296 - fax

City of Fort Collins Insurance Requirements

General liability insurance coverage is required for most special events occurring on City property. A special event is defined as any organized activity involving the use of, or having impact upon, public property, facilities, public parks, sidewalks or street areas that require a permit. Special events permit, insurance certificates and limits must be reviewed by the city and permits will not be issued without a certificate of liability insurance in most instances. The City Risk Management Department will review your permit application and notify you of specific insurance requirements applicable to your planned event.

Auto liability insurance is required if vehicles are used for other than normal and standard commute purposes. If applicable, this coverage is required for owned, non-owned, leased or hired vehicles with a minimum coverage limit of \$500,000

The City of Fort Collins does not facilitate Special Event Insurance, but the below information may be helpful in securing short-term liability insurance.

What is an Insurance Certificate?

An Insurance Certificate demonstrates the existence and terms of a particular insurance policy. It is common for insurance certificates to specifically name another involved party as insured when it relates to common business interests. Insurance Certificates must be provided to the City preceding event approval and this should be done as early as possible.

Where can I get an Insurance Certificate?

- The best place to obtain an insurance certificate is through an already existing insurance policy maintained by your organization, affiliation, business or home owners insurance. There is usually little or no cost for the issuance of an insurance certificate on an existing policy. The request for such a certificate is usually placed through the agent, broker, or risk management department of the organization.
- If there is no existing insurance that will provide coverage, you will want to shop for insurance coverage and may be able to obtain an insurance policy and certificate that specifically covers the special event. Many times a special event may be included as "rider" or "endorsement" to an existing liability insurance policy. Your insurance agent or broker may be the best place to start asking questions.

What is required on the Insurance Certificate?

- One Million Dollars of General Liability Insurance is typically the minimum accepted. Some events may require higher or lower limits.
- Specific liquor liability if alcohol is served on public property.
- Auto Liability if event meets the requirements described above.
- The event sponsor must be the "named insured."
- The City of Fort Collins must be specifically "named as the additional insured."
- The City of Fort Collins must be identified as the "certificate holder".
- The certificate must be on the current Insurance Service Organization (ISO) form.
- The policy must be current through the event date.
- Please also note the event name and date(s) on the certificate so we can ensure it is appropriately placed with the correct event.

Questions on the requirements for special events insurance can be directed to the City's Risk Management Department at (970) 221-6807

Guidelines for Advertising at All City Parks

These Advertising Guidelines are intended to limit the amount of advertising in our parks and to identify where and under what conditions advertising may be allowed. The City Code (Sec. 23-203) prohibits advertising in City parks without a permit from Community Services.

Permanent Advertising

Permanent advertising is only allowed on ball field scoreboards to the extent permitted by the City's Sign Code. Permanent advertising is not allowed in any other place in a City park. Benches along a street right-of-way adjacent to a park are not subject to these Guidelines. Permanent advertising is any advertising other than temporary advertising.

Temporary Advertising

Temporary advertising is advertising associated with an activity or event that is distributed or displayed for the duration of a permitted event. Temporary advertising may be allowed for City approved activities or events taking place in a City park. Examples of activities or events include games, tournaments, the 4th of July Celebration, arts festivals and similar functions.

Temporary advertising may take the form of banners, inflatables, signs or other displays as approved by the City. City staff will only approve advertising that is primarily directed to event participants and does not interfere with the use or enjoyment of the park by people who are not participating in the activity or event.

The temporary advertising may be affixed to fences, walls, other structures, the ground or the like, as approved by the City. City staff will only approve advertising that is affixed in a safe and stable manner that does not damage park infrastructure or park property.

The temporary advertising must be placed within or directly adjacent to the physical boundaries of the event, as approved by the City.

Temporary advertising is limited to the event sponsor and to those authorized by the event sponsor. The permit authorizing the advertising will identify everyone who is authorized to advertise for the event.

Temporary advertising will be removed from the park immediately after the event concludes. If the event lasts for more than one day, the advertising does not need to be removed and reinstalled each day, however, the City of Fort Collins will not be held liable for any damage that occurs overnight.

Advertising on handbills, schedules, souvenirs, T-shirts and other forms of portable advertising will be limited to those provided by the event sponsor or those authorized by the event sponsor. The distribution of such portable advertising will be limited to event participants.

Advertising Content Restrictions

Advertisements for alcohol or tobacco products are not allowed in City parks. Advertisements for businesses that sell alcohol or tobacco products may be allowed. For example, ads with the name "Coors Brewing Company" may be allowed but ads for "Coors beer" are not allowed. Similarly, ads for "Joe's Bar and Grille" may be allowed, but ads for "\$2 Buds at Joe's Bar and Grille" are not allowed.

Advertisements that are obscene are prohibited by the City Code (Sec. 17-145.) In addition, advertisements for sexually oriented businesses (adult bookstores, "gentlemen" clubs) or for sexually oriented products are not allowed.

The restrictions on advertisements for alcohol and tobacco products does not apply to forms of portable advertising (handbills, schedules, souvenirs, T-shirts, etc.) if these items are only distributed to persons 18 years of age or older.



City of Fort Collins Parks
 413 S. Bryan Ave
 Fort Collins, CO 80521

GOALS AGREEMENT

Responsible Organization/Club:			
Name of Contact:			
Contact Phone/Cell Number:		Contact Email:	
Sport Being Played:			

PARK(S) WHERE GOALS WILL BE ERECTED & SECURED IN PLACE BY ORGANIZATION/CLUB FOR SPORT SEASON:

1) _____	2) _____	3) _____
Park Name	Park Name	Park Name
4) _____	5) _____	6) _____
Park Name	Park Name	Park Name

Organization/Club will be erecting and securing goals on the above noted field(s) from:

_____ TO _____
 (date) (date)

Goals will be removed by **no later** than: **End of Month – July (spring/summer) and First Sunday in November (end of season).**

A \$50.00 fee will be assessed for any goals remaining on the field(s) for more than five days from the last date reserved and/or the above noted date.

Indemnity

The RESPONSIBLE ORGANIZATION/CLUB shall be responsible for the quality, technical accuracy, and timely completion of all goal installation and maintenance services, including but not limited to designs, installations, repairs, signs, and conditions at all times while the goals are located on City fields. The RESPONSIBLE ORGANIZATION/CLUB shall indemnify, save and hold harmless the City its officers and employees, in accordance with Colorado law, as set forth in the Outdoor Field/Facility Use Guidelines & Procedures.

Insurance Responsibility

The RESPONSIBLE ORGANIZATION/CLUB will provide, from insurance companies acceptable to the City, the insurance coverage designated in the Outdoor Field/Facility Use Guidelines & Procedures.

I, the undersigned, have read the Agreement above, and on behalf of the Organization/Club, agree to adhere to all requirements. I affirm that all information provided on this Agreement is true and accurate to the best of my knowledge. If Organization/Club is a corporation or other entity, the person signing on behalf of Organization/Club affirmatively states that he or she has authority to act on behalf of the Organization/Club and to bind Organization/Club to this Agreement.

Customer Signature

Date