User Guidelines for Park Shelters

The following information is provided to assist you in enjoying the parks and shelters. Please follow all applicable parks rules & regulations and shelter guidelines. **For assistance after-hours or on weekends, please call the On-Call at 970-219-3450. For emergencies, call 911.**

1. **Parking or driving on turf (grassy) areas and sidewalks is STRICTLY PROHIBITED. You are NOT allowed** to drive up to any of the shelters for loading, unloading or parking. Any violations may result in police ticketing. If you need to load or unload meal items or equipment, contact the parks office (970-221-6660) to receive proper instructions.

2. **The following City ordinances must be followed by anyone using a park and/or shelter:**
   - *There is NO alcohol (consumption or containers) allowed in the parks.*
   - *There is NO smoking of any type (cigarettes/marijuana) allowed in the parks.*
   - *There is NO glass products of any type allowed in the parks.*
   - *Dogs are NOT allowed off leash in the parks, except in fenced designated/signed dog park areas. Owners are responsible for removal of animal waste on public property.*

3. **Miscellaneous:**
   - **Electrical Outlets -** Please use caution when using the outlets in the shelters. Overloading the outlets with coffee makers, crock pots, etc. will trip the circuit breakers.
   - **Grills** - All reservable shelters have grills. The drop-in shelters may or may not have grills available for use. If you bring your own charcoal or propane grill, please set it on a tarp/cardboard to catch any grease spills and set it on a hard surface (not the grass). **DO NOT** discard charcoal in the park's trash can.
   - **Music/Announcements –** Music played via an electronic device and/or radio is allowed if the sound is not amplified to a level that disturbs other park users.
   - **Yard Games** – Feel free to play yard games in the surrounding grassy areas near the shelter. Do not stake deeper than 6" in the ground.

4. **Decorations:**
   - You may decorate with balloons, streamers, tablecloths, etc. but you are responsible for cleaning up these items at the end of your event and properly discarding them in the trash cans before you leave the shelter.
   - Please do not use confetti.
   - Marking of any type (chalk, paint, etc.) on turf or hardscape in the Parks or on adjoining City property such as trails, streets or sidewalks is not allowed.
   - Personal lawn chairs and small popup tents (not staked) can be set up in the surrounding grassy area near the shelter.

5. **A Park Event Permit is required if any of the following will be a part of your event. Permit must be obtained at least 10 days prior to the event.**
   - **Amplified Sound/Music** – Use of amplification and/or live band will require approval and noise variance exception from the City's Compliance Office.
   - **Inflatables or Other Apparatuses** – These items require a $1M certification of liability insurance.
   - **Food Truck** – Use of a food truck for your event will require a security deposit.
   - **Size** – The event increases to more than 200 people.
   - **Please note that staking deeper than 6" into the ground requires line locates**. Utility Locates (UNCC at 811 or 1-800-922-1987) must be contacted two weeks before the event to arrange the locates.
   - Please contact the Parks Office at 970-221-6660 if the scope/size of your event changes so that we can work with you in providing proper permitting to ensure your event is successful.

6. **If you have a Shelter Reservation or Park Event Confirmation:**
    - Be sure to bring your reservation confirmation paperwork with you to the park/shelter on the day of your event so you have documentation proving you have exclusive use of the area if there is any conflict.
    - The shelter is only scheduled/reserved for one group per day.
    - Shelter reservations will be noted on a kiosk by the shelter.
    - Each shelter is available for drop-in use if it is not scheduled/reserved for that day.
        - Exception: If a reservation showing in the kiosk notes the end time of 5 p.m. and no one is at/using the shelter, then it is available for drop-in.