

# User Guidelines for Shelter Reservations

The following information is provided to assist you in enjoying the park and shelter that has been reserved. By reserving and using the shelter and park facilities, you are agreeing to follow applicable parks rules & regulations and shelter guidelines.

**For assistance after-hours or on weekends, please call the On-Call at 970-219-3450. For an emergency call 911.**

1. Bring your **reservation confirmation 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 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.
3. **Alcohol, glass, and tobacco products are not allowed in the Parks.**
4. **Food:**
  - **Electrical Outlets Available** - 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** - The shelters 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). If using charcoal, you must take the used coals with you; **DO NOT** discard in the park's trash can.
5. **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 in the trash cans before you leave the shelter.
  - Confetti is discouraged. If any type of confetti is used, it is your responsibility to sweep up the confetti pieces and discard them in the trash cans.
  - 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 yard games can be set up in the surrounding grassy area near the shelter. **Please Know:** staking into the ground 6" or deeper requires you call for a Line Locate. You must contact Utility Locates (UNCC at 811 or 1-800-922-1987) two weeks before the event to arrange the locates.
  - Music played via an electronic device and/or radio is allowed as long as the sound is not amplified to a level that disturbs other park users.
6. **Water Spigots:** *A water key, provided by Parks, is needed to use the spigots; arrangements to get the key must be made at least 2 business days prior to the event to use the spigot.*
  - Spring Canyon Park Shelter – Located underneath the drinking fountain on the outside wall of the restroom building.
  - City Park Shelter #7 – Located to the east of the water fountain by the shelter.
  - Edora Park Shelter #1 – Water spigot **not** available.
  - Fossil Creek Park Lake Pavilion – Located on the northside of the restroom building.
  - Rolland Moore Park Shelter – Water spigot **not** available. Jug-filler is available at the playground drinking fountain.
  - Fossil Creek Park Oval Pavilion – Located on east side of the restroom building.
  - Greenbriar Park Shelter – Water spigot **not** available.
  - Lee Martinez Park Shelter – Water spigot **not** available.
  - Overland Park Shelter – Water spigot **not** available.
  - Spring Park Shelter – Water spigot **not** available.
  - Twin Silo Park Shelter – Water spigot **not** available.

## User Guidelines for Shelter Reservations – Continued

### 7. Restrooms:

Spring Canyon Park Shelter – Directly north of the shelter.

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 Park Lake Pavilion – In the shelter area, on the west end of the shelter.

Rolland Moore Park Shelter #2 – The closest restroom is east of the shelter by the playground.

Fossil Creek Park Oval Pavilion – Located within the same structure.

Greenbriar Park Shelter – Northwest of the shelter by the larger parking lot.

Lee Martine Park Shelter – Located to the south of the shelter connected by a sidewalk.

Overland Park Shelter – Located within the same structure.

Spring Park Shelter – East of the shelter between the ball fields

Twin Silo Park Shelter – Located by the playground to the east.

### 8. Parking:

Spring Canyon Park Shelter – Parking lot is located coming into the park from Overland Trail.

City Park Shelter #7 – Parking is available 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 Park Lake Pavilion – Parking lot is located on the west end of the park, off Fossil Creek Parkway.

Rolland Moore Park Shelter #2 – Parking is available near the tennis complex, playground, and along the roadside.

Fossil Creek Park Oval Pavilion – Parking lot is located off Lemay on the east side of the park.

Greenbriar Park Shelter – Parking lots are located along Bramblebush St (by the ball fields, and east end of park)

Lee Martinez Park Shelter – Parking lot is located west of the ball fields and east of the basketball courts.

Overland Park Shelter – Parking lot is located off 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.

Twin Silo Park Shelter – Parking lot is part of the entry/exit loop of the park located to the south of the shelter.

### You may be required to complete a Park Event application if:

- A jumping castle or other apparatus is being planned at your event (liability insurance is required).
- Amplified Music/Sound will be used (code compliance). Sound levels should be respectful to the surrounding neighborhoods.
- A food truck is being hired to vend at your event.
- The size of your event increases to over 200 people.

Please contact the Parks Office at 970-221-6660 if the scope/size of your events changes so that we can work with you in providing proper permitting to ensure your event is successful.

**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))***