



# City of Fort Collins Parks Division

Phone: 970-221-6660 Fax: 970-221-6849

## SKATE PARK REQUEST

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

**SKATE PARK USERS MUST COMPLY WITH ALL CITY ORDINANCES RULES AND REGULATIONS INCLUDING THE ATTACHED RULES AND REGULATIONS FOR LARGE GROUPS/EVENTS AND PARK RULES AND REGULATIONS.**

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

\*\*\*\*\*

SKATE PARK REQUESTED: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Circle Day of the Week: M T W TH F SA SU

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

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

Customer Name: \_\_\_\_\_

Customer Address: \_\_\_\_\_

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

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

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

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

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

**Will there be amplified sound at your event? Yes\_\_\_ No\_\_\_ (if yes, please complete the attached variance form)**

Please note: Amplification will not be allowed prior to 9:00am and must be concluded by 9:00pm on Friday and Saturday, and from 9:00am to be concluded by 8:00pm on Sunday-Thursday. A Code Compliance officer must be contacted (970) 224-6046 to ensure the amplification meets the sound ordinance regulations. This applies to all Parks except Civic Center Park. Please refer to paragraph 18 for Amplification at Civic Center Park Events.

**Remember, the sound level should be respectful to the surrounding neighborhoods.**

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

An outdoor vendor permit and City sales tax license are required. In addition, for non-packaged food being **sold**, you must obtain a permit from Larimer County Health. Please refer to paragraphs 14 & 15 for more information.

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**Will your event be catered? Yes\_\_\_ No\_\_\_ If yes, a dumpster may be required to accommodate the additional trash.**

**Will customer be staking anything into the ground 6" or deeper? Yes\_\_\_ No\_\_\_ (If YES, you must call for Utility Locates by calling UNCC at 811 or 1-800-922-1987 two weeks prior to the event.)**

**For after hours Emergencies ONLY you may call 206-2816, the Parks on-call pager.**



**Culture, Parks, Recreation  
& Environment**

## **2010 Skate Park Reservation Requirements, Procedures, Guidelines, Policies, & Fees**

These guidelines are intended to assist the user when applying for a reservation permit for exclusive use of City owned skate parks. City staff may deviate from these guidelines as determined necessary and appropriate. It is the intent of the City staff to see that facilities are used to their full potential while maintaining a safe, quality environment.

**CITY-OWNED RECREATION FACILITIES ARE NOT INTENDED TO BE UTILIZED FOR COMMERCIAL GAIN, BUT RATHER TO PROVIDE A QUALITY RECREATIONAL ACTIVITY.**

To assure proper scheduling, it is necessary that all requests and/or changes be submitted in writing on the proper forms to be approved by the Facility Scheduler.

### **Facility Requests:**

1. To reserve a City skate park for an events and/or exhibitions, camps, clinics, the applicant or organization must obtain a Skate Park Permit from the City's Park Maintenance Division at least ten (10) days prior to the date of such event.
2. A fee of five hundred dollars (\$500.00) for zero-eight hours (not to exceed eight hours), must be paid by the Applicant prior to issuance of the Skate Park Permit
3. A Security/Damage Deposit of two-hundred and fifty dollars (\$250) must be paid by the Applicant prior to issuance of the Skate Park Permit. This deposit, or any portion thereof, may be retained by the City to pay for any damage caused to the park or park property or for any costs incurred by the City due to the use of the park by the group. A larger damage deposit may be required if the City reasonably determines that the risk of any damage to City property from the event exceeds \$250. The Customer is responsible for any damage to City property that is not covered by the security deposit. Each event director is responsible for cleanup of scheduled facilities and surrounding areas. This includes parking lots, surrounding turf areas, and the facility itself. Failure to thoroughly clean any one of these areas will result in forfeit of the security deposit.
4. Any facility/field request for use pertaining to leagues and/or camps/clinics/tryouts will require a \$1 million per occurrence liability policy with the City of Fort Collins listed as "additionally insured." This insurance policy is required before a permit will be confirmed. Insurance can be obtained through a specific sport sanctioning body that provides the required insurance.
5. If any user cancels a facility due to inclement weather they must contact the scheduling office no later than the next business day. Failure to comply with this procedure will result in the user paying for original permit.

6. Skate Parks are primarily for “drop-in users”. Events may be scheduled and reserved a maximum of four (4) times per calendar year. Skate park events include Competitions, exhibitions, clinics, and camps. Events will not be allowed within two (2) weeks of another scheduled event and are limited to a maximum of eight (8) hours per day.
7. City skate parks are located at Fossil Creek Park, 5821 S. Lemay; Edora Park, 1420 East Stuart and Northside Aztlan Community Center, 112 E. Willow St.; and Spring Canyon Park, 2626 W Horsetooth. Each facility offers a variety of amenities for drop-in and/or scheduled use. The City skate park facilities do not have designated parking areas and do not provide bleacher areas for spectator viewing. Approval of reservation requests will factor in the number of participants/spectators expected at the event. Approval of reservation requests will be based on the estimated impact on other park users.
8. Non-City sponsored users will not be allowed to charge admission to spectators at any City-owned outdoor sports facility.
9. Event advertising is permitted if space is available, but you must have prior approval from the Recreation Supervisor. Park’s staff will remove any event advertising that has not been pre-approved. All signs pertaining to your event must be removed immediately following the conclusion of your event.
10. Compliance with the City’s Noise Ordinance as required by City Code: Chapter 20 is expected from any event utilizing amplified sound. A variance must be requested by contacting the Code Compliance Office at 970-224-6046. During the event, Code Compliance Officers must be allowed access within the event for purposes of monitoring the sound levels. For events requiring, at the City’s discretion, the need for Code Compliance Officer(s) to monitor the sound levels, there will be a fee to cover the cost, to be paid to Code Compliance per the Variance Request Form attached.
11. A Skate Park Permit Holder may determine whether any vending will be allowed at the event, and must provide the Parks Department & 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 first obtain an Outdoor Vendor License and Sales Tax License from the City’s Sales Tax Office, located at 215 N Mason, 970-221-6246. The event sponsor may elect to obtain one Outdoor Vendor License for the event, which would cover all of the vendors; however, each individual vendor would be required to have their own Sales Tax License. The signed permits/licenses must be displayed and easily visible on the vendor equipment while at the event.
12. If non-packaged food is being **sold** at your event, the vendor needs to complete the Larimer County food vendor application [http://www.larimer.org/health/food/food\\_vendor\\_application.pdf](http://www.larimer.org/health/food/food_vendor_application.pdf) The application should be given to the Event Coordinator who should turn in the application(s) to Larimer County Department of Health. If you have any questions, call Larimer County Department of Health at 970-498-6775.
13. Failure to abide by the policies, procedures, and guidelines contained in this document may jeopardize any future use of City owned facilities.
14. Marking of any type (i.e., chalk, paint, etc.) on turf or hardscape in the Parks or on adjoining City property such as trails, streets or sides walks is prohibited. If any type of marking of turf or hardscape in or around the Park is needed, the Large Event Permit Holder must contact the Park’s Crew Chief one week in advance of the event to discuss viable options (970) 221-6660. If pre-arrangements are not made and markings are discovered after the event, the Large Event Permit Holder will be responsible for any costs associated with clean up; including any cost that may exceed the \$250.00 security deposit.
15. The issuance of a Skate Park Permit does not constitute a representation by the City that the park is safe or suitable for the Applicant’s event.

16. The Customer 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 Large Event Permits to the Customer or for the event. 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.
17. The Customer agrees not to discriminate on the basis of disability, and to comply with all applicable requirements of the Americans with Disabilities Act.
18. Customer 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. The City does not assume any responsibility for lost or stolen articles, damage to Customer's property, or injury to persons using City facilities, and Customer hereby waives any claims against the City related to any such damage or injury. Unless Customer is a government entity, Customer 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 Customer 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 Customer. Government Customers 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 read and received the above Large Group/Event Rules and Regulations and the attached Park Rules and Regulations and, on behalf of the Customer, agree to adhere to all requirements. I affirm that all information provided in this Permit Application is true and accurate to the best of my knowledge. If Customer is a corporation or other entity, the person signing on behalf of Customer affirmatively states that he or she has authority to act on behalf of the Customer and to bind Customer to this contract.**

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Customer Signature

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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:** 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 CPRE 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);

**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: 6/2011**

# 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