



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

**City of Fort Collins**  
**Parks Division**

Phone (970-221-6660) Fax (970-221-6849)

**TRAIL USE APPLICATION  
AND AGREEMENT**

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

TRAIL EVENT 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: \_\_\_\_\_

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**TRAIL(S) 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: \_\_\_\_\_

\_\_\_\_\_

**For after hours Emergencies ONLY you may call Parks on-call at 970-219-3450**

**CITY OF FORT COLLINS**  
**RULES AND REGULATIONS GOVERNING**  
**THE USE OF TRAILS**

**Event Name:** \_\_\_\_\_ **Date of Event:** \_\_\_\_\_

**Event Coordinator** \_\_\_\_\_

A Trail Use Permit is required for all group events using a City designated trail. (See Chapter 23, Article X of the City Code.) An application for a Trail Use Permit may be approved, conditionally approved, or denied by the Director of Community Services.

The Director may condition the issuance of any permit by imposing reasonable requirements concerning the time, place and manner in which the proposed activity shall be permitted, and may deny any 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 operation the same.

1. Any person wishing to use a trail for an event must obtain a Trail Use Permit from the City's Park Maintenance Division, 413 S. Bryan Ave., 970-221-6660, at least ten (10) days prior to the date of such event.
2. Only four running events will be allowed per calendar year.
3. No running event shall start or end on the trail system.
4. A fee of two hundred and fifty dollars (\$250) must be paid by the Applicant prior to issuance of the Trail Use Permit.
5. A Security/Damage Deposit of two hundred and fifty dollars (\$250) must be paid by the Applicant prior to issuance of the Trail Use Permit. This deposit, or any portion thereof, may be retained by the City to pay for any damage caused to the trail or trail property or for any costs incurred by the city due to the use of the trail by the applicant. 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 applicant is responsible for any damage to city property that is not covered by the security deposit.
6. No bike races will be allowed on the trails.
7. **Liability Insurance:** A \$1 million per occurrence liability policy with the City of Fort Collins listed at "additionally insured" is required before an Trail Permit will be approved. The event name and dates should also be on the certificate and the policy must be current through the event date
8. Applicant must provide portable restroom facilities as follows: (150 guests per portable unit)
9. Applicant must provide trash facilities as follows: (200 guests/3 yd. dumpster / 300 guests/5 yd. dumpster)
10. Applicant must equip at least one contact person with a cellular phone or pager and a contact person must be at the trail event at all times. Applicants must provide the Park Maintenance Division with the phone and/or pager number of the contact person before a Trail Use Permit will be issued.

11. 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 or Trails is needed, the Trail 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 Trail Permit Holder will be responsible for any costs associated with clean up; including any cost that may exceed the \$250.00 security deposit.
12. Applicant must submit a parking plan at the time of making the application for the Trail Use Permit. **Parking is not allowed on turf areas.**
13. Applicant must schedule a meeting with City staff at least two weeks prior to the date of the trail event to determine utility line locates, electrical needs, water needs and to discuss any other potential problems associated with the event. Failure to timely schedule and attend this meeting may result in revocation of the Trail Use Permit.
14. Trail Use Permits are not available for more than one day. Overnight events, are not permitted except by special permission of the Director of Culture, Parks, Recreation & Environment.
15. If the trail event requires the closure of any street which is normally open to the public, the applicant will need to obtain a special event permit from the Police Department as required by Chapter 23.5 of the City Code. Contact Police Services at 221-6555. All work associated with a street closure must be performed by a certified traffic control company.
16. Any person who intends to sell any goods or services at the trail event must first obtain an Outdoor Vendor's License from the City's Sales Tax Office, located at 215 N Mason, 221-6246.
17. A Trail Use Permit is required for city sponsored events. An event is city-sponsored if such sponsorship is authorized by the City Manager or the Director of Culture, Parks, Recreation & Environment.
18. The issuance of a Trail Use Permit does not constitute a representation by the city that the trail is safe or suitable for the Applicant's event.
19. 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.
20. The Customer agrees not to discriminate on the basis of disability, and to comply with all applicable requirements of the Americans with Disabilities Act.

21. 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. . Customer 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 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**



## Events Requiring Insurance:

<b>EVENT DESCRIPTION</b>	<b>Minimum Required Insurance Limits</b>
Pony Rides, Petting Zoos, and other animal related activities including household pets.	\$1,000,000
Inflatables (bouncy house)	\$1,000,000
Motorized and motor assisted carnival type rides, bungee jumps, trampolines, orbital rides, and related rides and attractions commonly associated with a fair or carnival.	\$2,000,000
Athletic / Sporting Events.	\$1,000,000
Serving or Selling Liquor on public property.	\$1,000,000
Pyrotechnics / Fireworks.	\$2,000,000
Motorized and/or power supported tool and equipment activities, including chainsaws, hydraulic lifts, drilling augers, bucket lifts, and other similar items.	\$1,000,000
Motorized individual participant activities, including motorcycles, jet skis, powered model cars, boats and planes, and non-standard personal vehicle activities.	\$2,000,000
Concert Events	\$1,000,000
Other events at the discretion of the Risk Manager of the City.	\$500,000 minimum

**Events involving road closures:** Insurance is dependent upon the road being closed and the time of day. This will be reviewed as part of the application process. Please ensure timely access and egress is provided for emergency vehicles.

**Block parties:** As long as alcohol is kept on private property, no insurance is typically required for small events. However, events will be reviewed by the City Risk Management office for number of participants and location and may be subject to insurance requirements.

**Events with alcohol being served on public property:** These events will require a certificate of insurance with an “Alcohol Endorsement” identified on the certificate of insurance.

**Rallies / Marches:** Dependent upon size, location and street closure requirements.

## 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

**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);

**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