

# Denver Parks + Recreation

## Athletic Field Application (applications must be submitted in person)

### Type of Permit

Please check the appropriate box:  Spring Season (March 1-June 2)  Summer Season (June 3-Aug 11)  Fall Season (Aug 12-Oct 31)  
 Youth  Adult  Practice  Game(s)  Tournament

### Contact Information - instructions: Before completing this application, please carefully read the appropriate brochure

Organization/Group/Team Name \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ Apt./Unit/Suite: \_\_\_\_\_

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

Day Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

### Type of Sport – must be the sport you will be playing on the field/park listed.

Baseball  Field Hockey  Frisbee  Football  Kickball  Lacrosse  Rugby  Soccer  
 Softball  Tennis  Volleyball  Other \_\_\_\_\_  Lights \_\_\_\_\_ # of Players \_\_\_\_\_  
# of Attendees \_\_\_\_\_

### Park Information

Name of Park \_\_\_\_\_

Field/Courts	Dates	Days of Week	Times of Day

Excluding Date(s)/Day(s) \_\_\_\_\_

### APPLICANT SIGNATURE (This application is not valid unless signed by applicant.)

As the applicant, I hereby agree and understand that it is my responsibility to oversee all contractors, vendors or parties affiliated with the event and to insure compliance with all policies, rules and regulations, and guidelines of Denver Parks and Recreation and other relevant procedures and laws. I have received, read, and understand the *General Parks and Recreation Rules and Regulations* and the *Athletic Field Information*. I understand that any violations may result in immediate cancellation of the reservation and/or revocation of the permit. I understand that the permit is non-transferable and non-refundable.

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_\_

For questions, contact:

Denver Parks + Recreation, Facility Use Permit Office  
201 W. Colfax Ave, Dept. 108 (2<sup>nd</sup> Floor)  
p. 720.913.0700 f. 720.913.0778 [www.denvergov.org/permitting](http://www.denvergov.org/permitting)  
e-mail [park.permits@denvergov.org](mailto:park.permits@denvergov.org)

## General Parks and Recreation Rules and Regulations

1. **Park Permit:** A permit is required for any scheduled park activity. The permit must be in the possession of the group while the site is in use. Permits are non-transferable and non-refundable. Denver Parks and Recreation reserves the right to restrict activities in any park at any given time. Any violations of Denver Parks and Recreation policies, rules, regulations, or guidelines may result in immediate revocation of permit.
2. **Usage Priority:** If a site has been permitted, the permit-holder has priority over other users. Contact the Park Superintendent's Office, whose telephone number is listed on the permit for any site issues?
3. **Insurance:** Users are required to provide a Certificate of Insurance with a minimum of **\$1,000,000** (One Million Dollars) combined single coverage property and personal indemnifying the City and County of Denver. Certificate is to read as follows with this **exact** language: **ADDITIONALLY INSURED, CITY AND COUNTY OF DENVER, its OFFICERS, OFFICIALS AND EMPLOYEES . Insurance is required for picnics with 100 or more people and for all events.** Insurance may be purchased through the Permit Office, call 720.913.0700 for more information. See *Athletic Field Information* for athletic permit insurance options.
4. **Attendee Conduct:** The permit-holder is responsible for his/her actions and actions of gathering attendees.
5. **Restroom Facilities:** Sites that include restroom facilities are taken on an "as is" basis; the rental fee is for reservation rights only. Permanent structured restrooms and drinking fountains open in April and close the beginning of October for winterization.
6. **Daily Park Hours:** Denver's parks are open for public use from 5:00a.m. until 11:00p.m; Parks are closed from 11:00p.m. until 5:00am.
7. **Vehicular Access:** Motorized vehicle on park property, lawns, turf, roadway, bicycle/pedestrian pathway, canal, creek pathway, turf trail, or athletic field is prohibited. Roadways and parking areas are clearly marked and established. Driving beyond designated boundaries to load and unload equipment or transport goods is prohibited. **Vehicles will be ticketed and towed at the owner's expense.**
8. **Roadway Gates:** Roadways and other areas that restrict vehicle usage or are secured by gates and/or steel posts may not be opened and used for event parking.
9. **Disposal of Waste Materials:** Trash must be properly disposed in dumpsters or trash barrels. Ice may be placed in barrels or spread out on hard surfaces. Due to potential damage to vegetation and the sewer system, hot coals and grease must be properly disposed of off-site. (Trash is not be left in flowerbeds, or on grass.)
10. **Glass Bottles/Containers:** Glass bottles and containers are prohibited in all parks.
11. **Alcoholic Beverages:** 3.2% beer is the only alcoholic beverage allowed in the parks except under special licensing. Beer must be served in cans or from a keg in plastic cups. All State liquor laws apply. Alcoholic beverage sales, including purchased tickets, are prohibited, except under special licensing (see *Alcoholic Beverages General Policies and Guidelines*).
12. **Leash Laws:** Dogs and their owners must comply with leash laws while using the park.
12. **Amplified Sound:** Amplified sound (i.e. P.A. systems, music) is prohibited except in designated park sites or under a Special Event or Assembly permits with limited hours.
13. **Canopies and Tents:** One canopy (maximum size: 20' x 20') is allowed per permit site. Structures with side drop panels are prohibited. Staking is prohibited; weights, including water, lead, and sand, are allowed.
14. **Signage:** Signs, banners, party decorations, and canopies may not be attached to trees, shelters, light fixtures, or other park structures. Blocking areas, including sidewalks, parking lots, paths, and roadways is prohibited.
15. **Prohibited activities/items:** include, but are not limited to, aircraft, air castles, carnivals, climbing walls, dunk tanks, fireworks, golf (except on designated golf courses), horseback riding, hot air balloons, inflatable games, model boats/airplanes, moon walks, petting zoos, pony rides and search lights. Weapons, including but not limited to such items such as knives, firearms, bows and arrows, martial art weapons are prohibited. Activities may vary as deemed by Denver Parks and Recreation.
16. **Destruction of Property:** It is unlawful for any person, other than authorized personnel, to mark, remove, break, or climb upon or in any way injure, damage or deface the trees, shrubs, plants, turf or any of the buildings, fences, bridges, monuments, fountains, backstops dugouts, goal posts, or other structures or property within or upon any park, parkway, or other recreational facility.
17. **Admission:** Charging admission or gate charges is prohibited.
18. **Sales of Goods:** Only under Event or Assembly Permits may goods be sold.
19. **Gambling:** Raffles, gambling, bingo, and games where money buys a chance are prohibited.
20. **Grills:** BBQ grills (charcoal and propane) must be a minimum 24" off the ground. Grills are not allowed on the picnic tables. Fires are only allowed in shelter house fireplaces and fire pits provided by the Parks Facility. Fires and coals must be doused and properly disposed of before leaving the site.

## Athletic Field Information *(In addition to General Park Rules and Regulations)*

1. **Inclement Conditions:** In case of inclement conditions such as rain, snow, sprinkler operation, field repairs, etc., athletic fields may not be used. Due to the uncertainty of weather, drought conditions and emergency situations, Denver Parks and Recreation reserves the right to limit, change and/or revoke the venue of any permit. Athletic field permit-holders may be requested to limit field use hours and days as determined by Denver Parks + Recreation. If fields are used when closed, field repair costs will be assessed and billed to the permit-holder. To reschedule at no extra fee, the permit-holder should complete the Inclement Conditions/Rain Credit Form and fax or bring into the Facility Use Permit Office by 5:00pm of the third business day following the original permitted date.
2. **Weather Hot Line for Athletic Fields:** for daily updated field information call 720-865-0385
3. **Snow Removal:** Individuals are not allowed to remove snow on any athletic field.
4. **Dragging Fields:** Individuals are not allowed to drag fields at any time.
5. **Bases and Equipment:** All teams, organizations and players are required to provide their own equipment for practices, games and tournaments.
6. **Crowd Control:** Permit-holder is responsible for maintaining control of the crowd during their permitted time. This includes players and any spectators.
7. **Cleats:** Metal cleats are not recommended on any athletic field.
8. **Major Fields with Lights:** For use of field lights you must request and pay for the additional cost no later than 24 hours prior to your requested date. Field lights must be turned off by 11:00pm except for Garland Park, where lights must be turned off by 8:00pm.
9. **Press box usage:** For use of press box you must request and pay for the additional cost, no later than 24 hours prior to your requested date.
10. **Game Schedules:** **It is the league/team representative or tournament director's responsibility to fax a game schedule to Ballfield Operations Maintenance Supervisor at 720-865-0398 at least 1 week prior to the first game. This will guarantee that the fields will be dragged and lined. Failure to submit a schedule on time obligates the permit-holder to accept the field(s) "as is".**
11. **Repairs:** Broken fences, seating, goals, or potential safety hazards such as holes, or broken sprinkler heads should be reported immediately to the Park Maintenance Office listed on the permit.
12. **Clean Up:** All field sites are maintained regularly. It is the permit holder's responsibility to clean up after each use. Excessive trash, broken glass or other safety concerns should be reported to the Ballfield Operations Maintenance Office immediately at 720-865-0398
13. **Clean Up Deposit:** : A clean up deposit, determined by field usage, is required for all tournaments and is due at the time of reservation. Deposits can be made in cash, check, money order, visa or master card. Park personnel will inspect the area within 24 hours following the tournament. Clean up charges and any damage repair costs will be deducted from the deposit. Additional costs above the deposit amount will be assessed and billed to the permit holder.
14. **Insurance Options:**
  - Option 1.** The team(s) provide 1) their own roster with player names, addresses and cities of residence listed, and 2) proof of insurance on an "Accord Insurance Certificate." Insurance Certificate must 1) reflect a minimum coverage amount of \$1,000,000, 2) reflect a 30 day cancellation period with notice of intent to cancel provided to the City and County of Denver at the address specified by the Permitting Office, and 3) state that Additionally insured: The City and County of Denver, its officers, officials and employees are additionally insured (binders and pending or blanket policies are not acceptable).
  - Option 2.** The team(s) provide 1) their own roster with player names, addresses, and cities of residence listed, and 2) the Denver Parks and Recreation "Activity Registration Form" with original signatures for all players for all teams (in lieu of insurance certificate).
  - Option 3.** The team(s) provide the Denver Parks and Recreation "Roster/Waiver Form" listing all players names, addresses and cities of residence with original signatures for all players on all teams (in lieu of insurance certificate).

**FYI: All tournaments at Major Fields are required to have a field supervisor present during tournament hours. Cost is \$25.00 per hour/per day/per location. Bases are available upon request at an additional cost of \$15.25 per set/per day/per field.**