



ATHLETIC DELEGATION HANDBOOK



DENVER
PARKS & RECREATION

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Introduction

Thank you for considering permitting athletic fields or courts with Denver Parks and Recreation. The purpose of this handbook is to provide guidance for new organizations as well as clarify any questions for existing groups.

Within this handbook, we will provide an overview of the athletic permitting process, how to obtain an approved permit and what resources we provide to you as an athletic delegation.

Denver Parks and Recreation offers more than 100 athletic fields that are available for a variety of athletic uses.

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What Do I Need to Begin?

To begin permitting with Denver Parks and Recreation, you will need to establish if you will be permitting as an individual or for an organization. If permitting as an individual, no authorization is required. If permitting for an organization, authorization is required (see "Authorized Agent" segment below).

Authorized Agent

The Park Permit Office is only authorized to speak with one agent per permit/organization.

Permits Booked by an Individual: If permits are obtained by an individual, the Park Permit Office is only authorized to speak with that individual regarding those permits.

Permits Booked by an Organization: If permits are obtained by an organization, the organization will need to designate one individual who will act as the "Authorized Agent". This individual will be the only person who can permit on behalf of the organization, and they will be the only person that the Park Permit Office contacts concerning the organizations' permits.

Before the organization can permit with Denver Parks and Recreation, the Park Permit Office will request a letter of authorization, on letterhead, from the organization, stating that a given individual will be permitting on behalf of the organization. This letter can come from an executive, manager, or otherwise authorized individual within the organization. An individual cannot authorize themselves to be the authorized agent for an organization, unless they are the sole owner of an organization or some other rare circumstance. In that event, we would then request proof of ownership or other confirmation as necessary.

Should an authorized agent leave an organization or want to pass along permitting duties to another individual, a new letter of authorization would be required. This new letter may be submitted by the current authorized agent or an otherwise authorized individual within the organization.

ActiveNet

Once permitting responsibilities have been established, the next step is to set up an online account within ActiveNet – our recreation management software. Within ActiveNet you can view Denver Parks and Recreation permits and request new ones. If you are permitting with an organization, the Park Permit Office will set up the organization's account.

To view step-by-step instructions on how to create an online ActiveNet account as well as how to request an athletic permit, check out the "Online Reservations Instructions" link in Section V of this document. You will also find a link to the ActiveNet website within those instructions.

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Insurance

Athletic permits are issued by season: Spring, Summer, Winter, and Fall (you will find more information regarding these seasonal timelines in Section III – How Do I Get a Permit).

Any individual or organization that permits four or more dates in a given season is responsible for providing the Park Permit Office with General Liability Insurance that spans all dates permitted. Failure to provide insurance as needed would result in the individual/organization being limited to booking 3 dates maximum in a given athletic season. For more information regarding what is required on an insurance policy that will meet the City's minimum requirements, reference Section V—Important Links.

501(c)(3)

In some instances, the Park Permit Office offers discounted fees for 501(c)(3) non-profit organizations. Please check the fee sheet (found in Section V – Important Links) to determine if a given athletic field offers discounted fees for a non-profit organization. If the organization qualifies as a 501(c)(3) non-profit, the Park Permit Office requires proof in the form of a copy of the IRS letter of determination, or a letter of registration/certificate from the Colorado Secretary of State.

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Permit Type

Before you reserve an athletic field or court, you'll want to consider what type of permit you need. We have three types of permits for athletic organizations: an athletic permit, a permit, and a tournament permit. Tournament permits will require additional fees and requirements to secure.

An athletic permit is required for regular league play, practices, and games on any Denver Parks and Recreation athletic field. A court permit is required for league play matches on any park court. Please check www.denvergov.org/permits to determine if you are eligible to obtain a tennis permit.

A tournament is defined as an athletic/sports competition which meets some of the criteria listed below:

- Athletic/sports competition
- Bracketed or pool play (or other typical tournament format) designed to determine a winner
- Open to the general public to participate/spectate
- Collection of fees prior to and/or day of event for participants and/or spectators
- Requires exclusive use of athletic fields/complexes
- Event infrastructure that includes tents, tables, chairs, goods and services vending, food and beverage sales/service, vendors, and/or sponsors.

Athletic Permitting Timeline

Athletic permits are broken up into four seasons: Spring, Summer, Fall, Winter. You can find details regarding the current season at www.denvergov.org/permits. Before you request an athletic permit, you'll want to ensure that the date you are requesting is within the season that the Park Permit Office is currently permitting.

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Field Type and Restrictions

Denver Parks and Recreation manages a variety of field types, including synthetic turf fields, fields with lights, grass fields, baseball fields with infields, etc. Some fields have restrictions, such as “youth baseball/softball only” or “closed during Summer season”

You can find a list of all fields along with any restrictions for specific fields listed on the Athletic Field Inventory. There is always a link to the Athletic Field Inventory on the Athletics page at www.denvergov.org/permits.

Closures

Before each Athletic season, the Park Permit Office receives a list of field closures for the upcoming season. A field closure list can always be found at www.denvergov.org/permits under the Athletic Permits page – be sure to check the closure list before making any permit requests to be sure you are not requesting a field that is closed for the season.

Find A Park

Denver Parks and Recreation has an online tool called “Find A Park” that allows you to search for maps of any Denver Park. You can search by park name or you can search for a specific park feature (ex: baseball/softball field). Alternately, you can view the map and select parks within the geographical area you are looking to stay in.

The park maps, once downloaded, will show the layout of athletic fields, a tool that is very helpful if you are considering permitting a field at a park that you are unfamiliar with (please note, it is always best to visit a park in person before permitting as maps can be misleading). The park maps will also help to ensure that your group is on the correct field at our parks with multiple athletic fields.

Visit www.denvergov.org/findapark to access the Find A Park tool.

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How to Request

Athletic permits can be requested one of three ways: online, in person, or at Draft Day:

Draft Day – Draft Day is an in-person event that occurs 3 times a year: before the Spring/Summer seasons, before the Fall season, and before the Winter season. Draft Day is the first opportunity to obtain new athletic permits for the upcoming season. You will find details regarding each Draft Day, including the process, location, time, payment due date, and all other pertinent information at www.denvergov.org/permits on the Athletic Permits page.

In Person – Athletic permits can be requested in person at the Denver Park Permit Office. If you are requesting in person, you are not required to fill out an application ahead of time, but there are athletic permit applications available on the website if you do wish to have one filled out. Please note, in person athletic permits must be paid for at time of request.

Online – Athletic permits can be requested online. Online reservation instructions can be found at www.denvergov.org/permits on the Athletic Permits page. Once you make an online request, the Park Permit Office will add fees within 24 business hours and the permit is switched to “on hold” status (you will receive an automated email when this occurs). Once you receive the email stating your permit is “on hold”, you will have 24 business hours to pay for the permit. Once payment is received, the Park Permit Office will switch the permit to “approved” and you will receive another email noting the approved status of your permit. You can then go into your online account and access/print out your permit.

ONLINE REQUESTS REQUIRE AT LEAST 3 BUSINESS DAYS TO PROCESS. Once you are within the 3 business days, all requests must be made in person at the Park Permit Office. Permits cannot be obtained over the phone or via email.

Tournament permits can be requested via the general Park Permit Application. This application is a paper application that can be found at www.denvergov.org/permits. Applications can be submitted via email, fax, mail, or in person. The application MUST be received by the Park Permit Office with at least 30 days notice, and the date requested must fall within the season the Park Permit Office is currently permitting. Tournament applications may also be submitted at Draft Day.

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Fees

Please visit www.denvergov.org/permits to find a link to permit fees. Viewing fees ahead of time is recommended so that you are aware of the fees you will be charged once you request a permit.

Payment

For in person payments, the Parks Permit Office can accept payment made via cash, card*, or check (made payable to "Manager of Finance"). When booking online, you will be able to make your online payment via card* through the online portal.

Tournament permits can also be paid for via cash, card*, or check.

*Please note the Park Permit Office only accepts Visa, Mastercard and Discover.

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Athletic Policy

Please be sure to read through the Athletic Permit Policy, which you can find at www.denvergov.org/permits. Each athletic permit holder agrees to the policy and corresponding violations that can incur when they obtain a permit. Violations to the Athletic Permit Policy can lead to an escalation of subsequent fines and the loss of permitting privileges.

Refunds

Once an athletic permit is approved, it is NONREFUNDABLE and NONTRANSFERRABLE. You cannot switch around dates or times once the permit is paid for and approved. If you need to cancel an approved permit, please let the Park Permit Office know, but there will be no credit or refund offered. The Park Permit Office does offer an account credit for poor weather – see the “Rain Credits” segment below.

Field Maintenance

Denver Parks and Recreation will attempt to paint athletic field lines on our grass fields for games if requested. There is a field maintenance request form that you will find at www.denvergov.org/permits under the Athletic Permits page. You will email the request form to our field maintenance staff listed on the form. Please submit all lining requests to our maintenance team at least five business days prior to the start of your permit.

Lights

Certain athletic fields have lights. Reference the inventory list to determine which fields have lights available. Lights will typically be scheduled 15 minutes before your permit starts until 15 minutes after your permit ends, to allow time for arrivals and departures. All athletic field lights will be shut off at 11:00pm to adhere to park curfew, unless specified otherwise.

If you do arrive at a field after sunset and the lights are not on when you have an approved permit, contact the park rangers as they are able to remotely turn on the lights. You will find the rangers' contact information in Section V – Contact Information.

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Combination Locks

Certain fields have locked dugouts or locked parking lots. You will find any necessary codes for combination locks under the "Facility Notes" on your approved permit. You can also contact the Park Permit Office directly for these codes. Please be advised, we will only be giving this information to the organization's authorized agent.

Weather Hotline

Denver Parks and Recreation has a Weather Hotline that anyone can call to get information on whether fields are closed or not for that day. The Weather Hotline number is 720-865-6978. The hotline is updated by 2pm on weekdays and 7:30am on weekends, by our park staff.

Weather Credits

If inclement weather closes any athletic fields, the Park Permit Office does offer credit for the times that an approved permit could not be utilized. This credit is placed on the permit holder's online account and can be used to pay for future permits through the following calendar year. To receive weather credits you must email the Park Permit Office with the permit number, field, date, and times affected within seven days.

Please note that weather credits can only be issued AFTER the inclement weather occurs. You cannot request weather credits for a date that has not yet passed, and you cannot amend an approved permit in anticipation of a weather event.

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Historical Usage

An organization or individual's athletic permits can gain "historical status". Historical status means the field(s) that you booked for a given season will be offered to you as first right of first refusal for that same season the following calendar year (ex: if you have an approved permit for every Saturday in July at Ruby Hill Park, you will be offered every Saturday in July the following year, and so on until the permit is cancelled by the permit holder).

There are two situations in which an athletic permit would not be offered as a historical permit the following year: if the field is closed, or if the field is being utilized by an internal program (Denver Parks and Recreation, Denver Public Schools).

Due to limited inventory, the only season in which new historical status cannot be obtained is the Winter athletic permitting season.

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Park Permit Office

General: 720-913-0700 or Park.Permits@denvergov.org;
website www.denvergov.org/permits

Miscellaneous Contacts

Park Rangers: 720-913-1311 (you will first speak to an operator and must get transferred to a ranger. If they don't answer right away, leave a voicemail with a callback number/park location and they typically respond within 15 minutes)

Field Maintenance: Michael.Saaranen@denvergov.org

Weather Hotline: 720-865-6978

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Website: www.denvergov.org/permits

Find A Park: www.denvergov.org/findapark

Inventory: <https://www.denvergov.org/content/dam/denvergov/Portals/747/documents/permits/Athletics/athletic-field-inventory.pdf>

Online Reservation Instructions: https://www.denvergov.org/content/dam/denvergov/Portals/747/documents/permits/Athletics/athletic-field_online-reservation-instructions.pdf

Park Permit Application: <https://www.denvergov.org/content/dam/denvergov/Portals/747/documents/permits/2020/DPR-park-permit-application.pdf>

Permit Fees: <https://www.denvergov.org/content/dam/denvergov/Portals/747/documents/permits/2020/park-permit-fees.pdf>

Maintenance Request Form: https://www.denvergov.org/content/dam/denvergov/Portals/747/documents/permits/Athletics/athletic-field_maintenance-request.pdf

Athletic Permit Policy: https://www.denvergov.org/content/dam/denvergov/Portals/747/documents/policy/DPR_athletic-permit-policy_FINAL-12212018.pdf

Insurance Information: <https://www.denvergov.org/content/dam/denvergov/Portals/747/documents/permits/insurance-requirements.pdf>

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