



TRAIL USAGE APPLICATION

Permit must be turned in 8 weeks prior to event date

Permit subject to appropriate fees, deposits and insurance

Staff Use Only

Date _____

Time _____

Initials _____

Rev. 2/2024

APPLICANT:

Name: _____ Person to contact: _____

Organization/Business: _____ Non Profit? Yes No

Address: _____ Email: _____
Street Number City State Zip

Date of Birth: _____ Fax #: _____ Cell or work #: _____

On-site Contact Person during the event: _____

Cell/pager #: _____

CHECK ALL THAT APPLY:

- Type of Use: Run/Walk Event Bike Event Fundraiser Community Event
 Other (Describe): _____

Event Title: _____

Estimated Peak Attendance: Participants _____ Spectators _____ Total attendance _____

Location: _____

Requested Event Dates: From: _____ To: _____

Requested Event Hours: From: _____ am/pm To: _____ am/pm

Requested Setup Date: _____ Start Time: _____ am/pm

Requested Dismantle Date: _____ Completion Time: _____ am/pm

Provide a detailed description of the event: _____

Provide a detailed description of parking for the event: _____

Describe security for event, including the name, address and telephone number of any professional security organization that will be used: _____

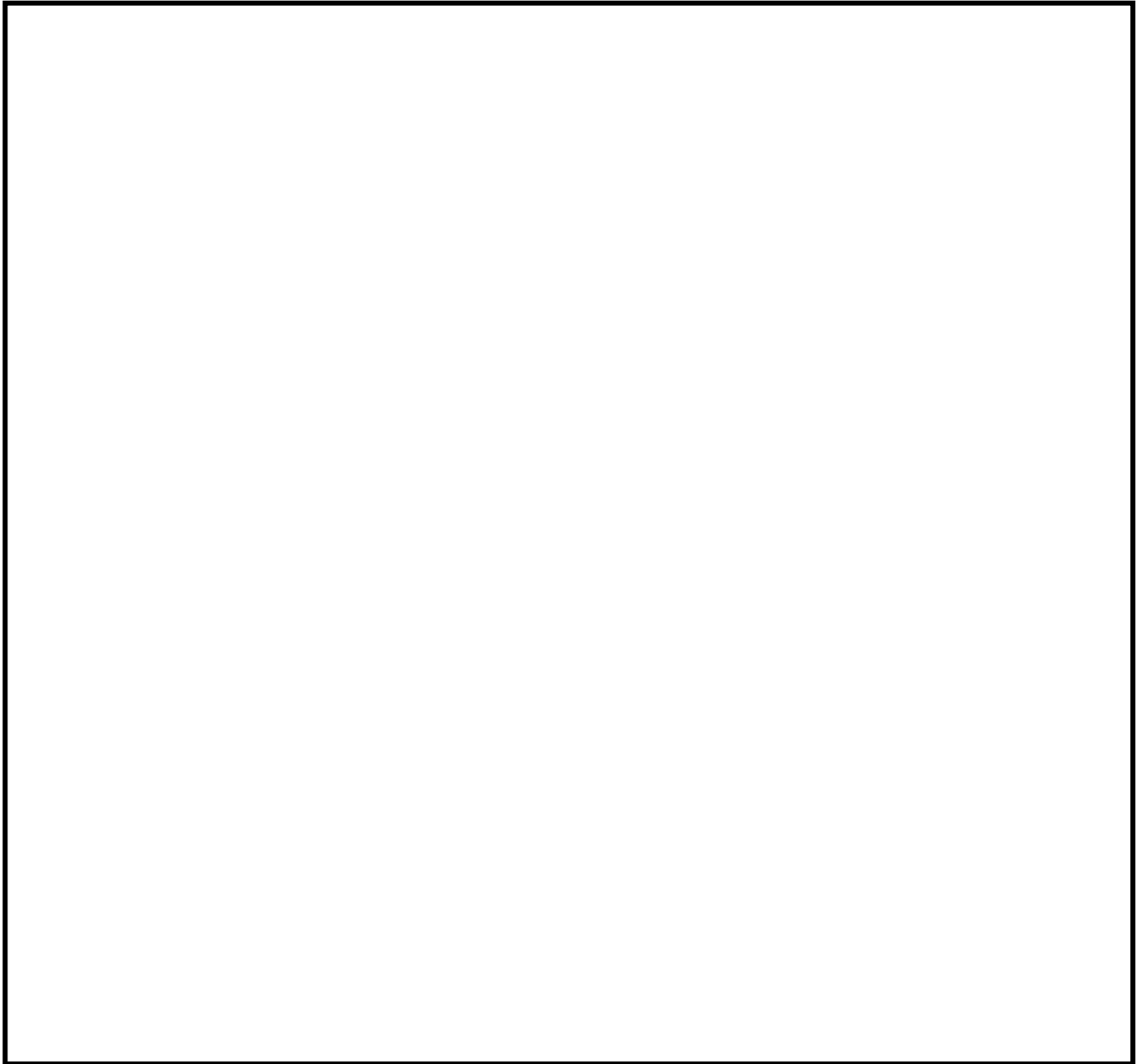
Describe arrangements for providing first aid: _____

Describe event clean-up and waste removal: _____

PROVIDE A SITE PLAN: (attach a separate sheet if necessary, such as a Google map)

On the site plan, please include and label the following information:

- | | |
|---|--|
| <input type="checkbox"/> Adjacent streets and buildings | <input type="checkbox"/> Cones and directional flags/arrows |
| <input type="checkbox"/> North arrow | <input type="checkbox"/> Number of parking stalls provided |
| <input type="checkbox"/> Stages or grandstands or related structures | <input type="checkbox"/> Parking areas and driveway entrances |
| <input type="checkbox"/> Location of existing structures and any proposed temporary structures and their uses | <input type="checkbox"/> PA/Sound system and lighting |
| <input type="checkbox"/> Any proposed fencing | <input type="checkbox"/> Location and size of signs or banners |
| <input type="checkbox"/> Restroom facilities or portable toilets | <input type="checkbox"/> Trash containers or dumpsters |
| <input type="checkbox"/> Generators or source of electricity | <input type="checkbox"/> Booths or exhibit areas |
| <input type="checkbox"/> Tables, canopies, etc. | <input type="checkbox"/> Vehicles or trailers |
| | <input type="checkbox"/> Other: _____ |



If street closures are proposed a Commerce City Organized Event Permit (OEP) must be obtained from the Community Development Department and completion of Road Closure Request packet with approval by Public Works Department of the street closure(s) must be obtained concurrently and attached to the Organized Event Permit.

- | | <u>Yes</u> | <u>No</u> |
|---|--------------------------|--------------------------|
| 1) Will a canopy or other structure be erected on site? (OEP) _____
Canopies or other structures may be secured by sandbags only – No Stakes | <input type="checkbox"/> | <input type="checkbox"/> |
| 2) Will electricity or a generator be needed on site? (Circle one) (OEP) | <input type="checkbox"/> | <input type="checkbox"/> |
| 3) Will a fence be constructed? (OEP) | <input type="checkbox"/> | <input type="checkbox"/> |
| 4) Will food or drink be available on site? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5) Will Fermented Malt Beverages (Beer) be available on site? (Permit to Consume required) | <input type="checkbox"/> | <input type="checkbox"/> |
| 6) Will a band or amplified sound be on site? (OEP) | <input type="checkbox"/> | <input type="checkbox"/> |
| 7) Will restrooms be available on site? (<i>Must include portable toilet and hand washing facilities</i>) | <input type="checkbox"/> | <input type="checkbox"/> |
| 8) Will goods or services be sold on site? (OEP) | <input type="checkbox"/> | <input type="checkbox"/> |
| 9) Will admission, entry, vendor, or participant fees be charged? (OEP) | <input type="checkbox"/> | <input type="checkbox"/> |
| 10) Will there be lighting used for illumination at night? (OEP) | <input type="checkbox"/> | <input type="checkbox"/> |
| 11) Will there be any signs or banners? (Temporary Sign Permit required) | <input type="checkbox"/> | <input type="checkbox"/> |
| 12) Is the site located on a developed parking lot? | <input type="checkbox"/> | <input type="checkbox"/> |
| 13) Does the event involve a moving route of any kind? | <input type="checkbox"/> | <input type="checkbox"/> |
| 14) Do you have a business license with Commerce City?
If yes, please indicate the license number: _____ | <input type="checkbox"/> | <input type="checkbox"/> |
| 15) Other: _____

_____ | | |

Note: Items marked (OEP) may require an Organized Event Permit.

User Agreement: By signing below, I certify that I have reviewed the City’s policies regarding the use of City facilities, available on the City’s website, and agree to be responsible for any damage or injury caused by the use of the rental facility. The event or gathering shall be held in an orderly manner and all applicable laws of the State of Colorado and ordinances of the City of Commerce City will be obeyed.

I agree to indemnify and hold harmless the City, and its officers, employees and agents, from and against all claims, demands, or damages arising out of the use of the facility and, if required, to provide general liability insurance, described below.

I further certify that I am 18 years of age or older and have read and acknowledge the Trails Rental Terms and Conditions on the reverse side of this form.

I further understand due to certain requirements a Commerce City Organized Event Permit may be required.

Signature of Applicant: _____ Date: _____

OFFICE USE ONLY:

REQUIRED - User must provide: (1) general liability insurance (including damage to premises rented) on a primary basis in the amount of \$1,040,000/occurrence; and (2) a certificate of insurance naming the City of Commerce City as an additional insured, with any required endorsement.

NOT REQUIRED

APPROVALS:

Rental Permit # _____ Organized Event Permit # _____

Commerce City Parks & Recreation Staff

Date

RULES AND REGULATIONS PERTAINING TO ALL GROUPS USING COMMERCE CITY PARKS AND FACILITIES

The provisions of this document shall control if the terms of any other published rules or policies concerning the use of the City's parks and facilities conflict with the provisions contained herein.

- A. **APPLICATION:** should be submitted at least four (4) weeks prior to desired rental date along with a \$100 minimum security deposit. Application forms may be picked up and returned to the Eagle Pointe Recreation Center, 6060 Parkway Drive, Commerce City 80022 or the Bison Ridge Recreation Center, 13905 E 112th Ave Commerce City, CO 80022. For more information call 303-289-3706.
- B. **RENTAL HOURS:** Notwithstanding any provisions contained in Parks and Recreation rules and policies published on the City's website, rental hours shall be 7am to dusk. ALL activities (including take-down) must cease no later than dusk. The Parks & Recreation Department reserves the right to limit hours due to planned activities at the event and/or location of trail(s) to be used.
- C. **PARK RANGERS:** 2023 introduces Park Rangers to Commerce City's parks, trails and open spaces. Park rangers will be patrolling the park properties throughout the day.
- D. **CLEANING/DAMAGE: All users/organizations will be held responsible for the condition of the area(s) they use.** Should any damage be incurred as a result of any user/organization renting any trail or facility such user/organization will be charged for the actual repair costs related to the damage. Trails and restroom facilities must be left in a clean and orderly condition. (Rule: Responsible for Damage and Cleaning)
- E. **VEHICLES:** Vehicles are prohibited from driving or parking on turf areas, trails, or walkways. **Applicants will forfeit their security deposit if policy is violated.** (Exceptions by advance written approval and under the direction of the Parks Division). Parking of vehicles is not allowed when the park is closed. (CCRMC 7-1003)
- F. **VENDING:** It is unlawful to offer any article or thing for sale, including food, within the parks or areas designated for park usage unless a vendor permit has been authorized by the Department of Parks, Recreation & Golf. (CCRMC 7-1011)
- G. **GLASS:** Glass containers are not allowed in City Parks. (CCRMC 7-1005)
- H. **PERMIT TO CONSUME:** A permit to consume fermented malt beverages (beer) in public parks must be obtained from The Department of Parks, Recreation & Golf at least two (2) weeks prior to desired date of park use. Park users are prohibited from consumption or possession of alcoholic beverages without a permit to consume. If City staff observes alcohol use without an alcohol permit, a peace officer will be notified. (CCRMC 12-5006)
- I. **SMOKING:** Smoking is prohibited on all trail and park properties except designated parking lots. (CCRMC 7-1014)
- J. **SIGNS/BANNERS: Tying signs and banners to trees or any park structures is strictly prohibited.** Signs/banners are not permitted in parks without a *Temporary Sign Permit*. Please call 303.286.6837 for more information. It is unlawful for any person to intentionally damage park trees by any means or to attach ropes, wire, nails, advertising posters or other contrivance to park trees without first obtaining written authorization from the City. (CCRMC 6-2001)
- K. **NOISE REGULATION:** The use of amplified sound shall be limited to certain parks or certain areas designated for park usage. Specific locations within park areas shall be determined by the Department of Parks, Recreation & Golf on a case-by-case basis. Such amplification, when authorized by permit, shall be limited to between the hours of 8am and 10pm and shall not create a noise disturbance across park property boundaries to impact residential areas. It shall be unlawful for any person to make, continue, or cause to be made or continued any unreasonably loud or unusual noise which seriously inconveniences other persons in the area. All persons shall comply with any instructions or orders issued by Park Rangers, CCPD, or a City official regarding noise regulation. (CCRMC 6-2011)
- L. **PETS:** Must be on leash at all times and held by a person who is physically able to control the animal. Pick up after your pet. Pets cannot harass any other animal or park user. (CCRMC 7-1012)
- M. **DISORDERLY CONDUCT:** All persons making use of any public park shall at all times conduct themselves in an orderly manner and shall not conduct themselves in a loud, boisterous or unseemly manner or in such fashion to disturb, be offensive or annoy other users of the park or residents adjacent thereto. (CCRMC 12-5000)

If you have concerns the day of your rental, please contact the Recreation Center at 303.289.3760. Recreation Hours on Saturdays are from 7:00am – 7:00pm and Sundays are from 8:00am – 6:00pm. If someone is occupying the shelter when you arrive and refuses to leave please call the Police Department, 303 288-1535.

WEATHER POLICY: In the event of inclement weather and at the Parks department's discretion, you may reschedule within the same rental season at no extra fee. At the Parks department's discretion weather cancellations may be refunded, less a \$25 administrative fee. **NO CASH REFUNDS.** The Adult Sports Coordinator must be notified no later than the first business day after the rental by phone 303.289.3706 (leave complete message with return phone number) or email mchavez@c3gov.com.

CANCELLATION POLICY: Notwithstanding any provisions contained in Parks and Recreation rules and policies published on the City's website, any cancellation less than 7 days will be assessed a 50 % cancellation fee (except for weather, see the above Weather Policy.) Any cancellations the day of the event are not permitted, you will be charged the full amount of the rental (weather cancellations made according to the above Weather Policy excluded.) Refunds are usually processed by the city within 2 weeks of the date of the event. The City will issue one check or credit a charge account. **NO CASH REFUNDS.**

The Parks, Recreation & Golf Department reserves the right to refuse or revoke this application due to weather conditions and/or if these rules and regulations are not complied with. (Rule: Refuse/Revoke Permit)

For additional Park Information, Rules/Regulations and fees go to the Commerce City Parks and Recreation website.

Commerce City Parks & Recreation And Dick's Sporting Goods Park

Agreement to use of Property (This form to be completed by event group)

Event Title: _____

Event Date: _____ Start time: _____ End Time: _____

Total Participants: _____

Areas to be used: _____

We Kroenke Sports, agree to let _____,
use Dick's Sporting Goods Park (outlined in the attached document) as a shared usage with the City of Commerce City's Prairie
Gateway Open Space.

- With or
- Without General liability insurance naming KSE as additional insured.

Kroenke Sports Representative - Signature

Date

Kroenke Sports Representative - Print name/Title

Kroenke Sports Representative
Name:
Title:
Phone:

Dick's Sporting Goods Park
6000 Victory Way
Commerce City, CO 80022

Trail Permit #: _____



**Commerce City Parks & Recreation
And Rocky Mountain Arsenal National Wildlife Refuge**

**Notification of event at
Prairie Gateway Open Space Trail**

(This form to be completed by Commerce City Parks & Recreation Department staff)

Event Title: _____

Event Date: _____ Start time: _____ End Time: _____

Total Participants: _____

Notified Name/print : _____

Title/print : _____

of the Rocky Mountain Arsenal National Wildlife Refuge that Gateway Road will be used on the dates and times noted above.

_____ Gateway Road will be closed from Prairie Parkway to the RMA Wildlife entrance.

_____ Gateway Road will not be closed but traffic guards will be used to stop traffic as runner approach intersection of the trail and road.

_____ Other: _____

Commerce City Staff who notified RMA: _____

Date notified: _____

Notified by: Phone: _____ V-Mail: _____ Email: _____ Other: _____

RMA National Wildlife Refuge Representative
Manager:
Phone:
Email:

RMA National Wildlife Refuge
6550 Gateway Road
Commerce City, CO 80022

Trail Permit #: _____



Trails - Fees and Deposits

Fees

Resident based nonprofit/charity event - \$2.00 per person

Resident event - \$2.50 per person

Nonresident based nonprofit/charity event - \$3.00 per person

Nonresident event - \$3.50 per person

For Profit based events - \$4.00 per person

(1000 participants/runners is maximum number of participants allowed at Prairie Gateway Open Space Trail.)

Deposits

Damage deposit - \$1.00 per person - up to 1,000 participants max, minimum deposit is \$100.

Larger deposit will be charged for events that have alcohol, canopies, bands, etc.

Alcohol Permit for Special Events

Resident - Minimum fee of \$25.

Nonresident - Minimum fee of \$35.

Note: Groups are allowed to host one (1) event per calendar year at the Prairie Gateway Open space. The City of Commerce City will only allow a maximum of six (6) events at Prairie Gateway Open Space per calendar year.

Commerce City Parks & Recreation

Trails Information Check-off Sheet

_____ Trail Permit

_____ Other Permits

_____ Fees and Deposits

_____ Liability Insurance - \$1,040,000/Occurrence Minimum (endorsed for City as additional insured)

_____ Map Routes of 5K

_____ Street Closure – Roadway Closure Permit

_____ City Licenses – Vendors/Sales Tax info

_____ Dick's Sporting Goods Park – Contacts/Permission

_____ Rocky Mtn Arsenal Wildlife Refuge – Contacts/Permission

_____ 1st Aid Contacts – SACVFD

_____ Safety/Traffic Control/Street Guards

_____ Port-O-Lets – contacts

_____ Dumpster/Trash – Contacts

_____ Signs/Cones

_____ Set-up of registration, vendors, bands/DJ,

_____ Electric/Generators

Event Number: _____. Note – Maximum of 6 events per year at PGW Open Space.