



# Park Use Permit Application

**This application is only for events contained within a park. If your event requires the closure of City streets or takes place at a location other than a City park or open space, please go to [www.springsgov.com/parks](http://www.springsgov.com/parks), click on Reservations and complete the City-wide Special Event Application.**

## Type of Permit / Requested Site / Date Requested for Use of Park

Please check below:

- Special Event/Festival (public event)**    **Commercial Video/Filming/Photography**    **Commercial Use – Other**

Site: \_\_\_\_\_ Date of Event/Activity: \_\_\_\_\_

**Note: A Certificate of Insurance of a general liability policy covering claims which might arise from the event including participant and spectator liability is required for each event. The policy must have a minimum limit of \$1,000,000 per occurrence and name the City of Colorado Springs as additional insured.**

## Event and Contact Information

Instructions: Before completing application, please carefully read the appropriate brochure for the function checked above.

Applicant Name: \_\_\_\_\_ E-mail address: \_\_\_\_\_

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

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

Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_

On-site Contact (if different from applicant): \_\_\_\_\_ Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Time for Event: \_\_\_\_\_

Organization/sponsor affiliated with event: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_ Number of Participants: \_\_\_\_\_

Who should the public contact with questions regarding your event? (Name & Phone #) \_\_\_\_\_

Have you held this event at your requested site before?    No    Yes; If so, when? \_\_\_\_\_

## Event Features

**Food and Beverages** – Only approved and licensed vendors may sell or distribute food and beverages. Food vendors must contact the El Paso County Department of Health and Environment and the City Clerk’s Office for proper licensing before a Vending Permit will be issued by the Parks, Recreation & Cultural Services Department.

Please describe the food and beverages intended for sale/distribution:  
\_\_\_\_\_

**Electricity** Available at some locations for \$8 per hour. Do you need electricity?    No    Yes; How many hours? \_\_\_\_\_

**Amplified Sound (Sound System)** – Any type of amplified sound for your event requires a Noise Hardship Permit from the Code Enforcement Office of the Colorado Springs Police Department. You may contact them at (719) 444-7704 with any questions. Please describe the plans for amplified sound including hours of sound, PA systems, microphone, speakers, amps, etc.:  
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**Entertainment** – Please describe the type of entertainment, if any, to be featured at this event (bands, DJs, speakers, dancers, etc.):

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**Equipment (Tents, Canopies, Stages, Fences, Barricades...)** *Parking on or driving on grass is strictly prohibited.* Please describe equipment to be used in including dimensions of stages, canopies, booths, fences, barricades, grills and other structures.

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**Vendors and Booths** – *All vendors must be properly licensed by the City of Colorado Springs.* Please describe the types of vendors and booths that will be at your event.

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## Review of Park Rules

- ✓ *Park Permit.* Permit is required for any park activity that requires exclusive use of the site or would impede public usage. Permit must be in the possession of the event/activity organizer while the site is in use. Colorado Springs Parks, Recreation and Cultural Services reserve the right to restrict activities in any park at any given time. Any violations of policies, rules, regulations and/or guidelines may result in immediate revocation of permit.
- ✓ *Prohibited Activities.* Included, but not limited to aircraft, alcohol, dunk tanks, fireworks, golf (except on designated golf courses), petting zoo, projectile items such as airplanes and rockets, and weapons such as knives, firearms, bows and arrows, martial art weapons are prohibited. Exceptions to these may be granted by the Parks, Recreation and Cultural Services Director.
- ✓ *Attendee Conduct.* Permit holder is responsible for his/her actions and actions of gathering attendees.
- ✓ *Vehicular Access.* Motorized vehicles on park property, lawns, turf, restricted roadway, bicycle/pedestrian pathway, trails or athletic field is prohibited unless vehicle permit has been issued by the City.
- ✓ *Disposal of Waste Material.* Trash must be properly disposed of in dumpsters or trash barrels.
- ✓ Additional Rules and Regulations will be included with your permit.

## Application Processing Fee

A \$25.00 application processing fee must be paid at the time of application submittal. The application processing fee is non-refundable. Once your application has been processed, one change to the reservation will be permitted without having to submit a new application and processing fee.

## Refund Policy

No refunds will be issued for cancelled events made less than 72 hours prior to event or rental. Other requests for refunds will be considered on an individual basis. Refunds will not be issued due to weather conditions existing on your event date. However, one ‘rain date’ change will be offered if weather conditions prevent your event from taking place. Changes will be limited to availability.

## 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, regulations, and guidelines of Colorado Springs Parks, Recreation and Cultural Services and other relevant procedures and laws. I understand that any violations may result in immediate cancellation of the reservation and/or revocation of the permit. I understand the permit is non-transferable.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return completed application and processing fee to: Parks, Recreation & Cultural Services, Attention Special Events, 1401 Recreation Way, Colorado Springs, CO 80905 or Fax to (719) 385-6505.**