



2020 ATHLETIC FIELD USAGE APPLICATION AND PERMIT

Permit subject to appropriate fees and deposits

Staff Use Only

Date _____

Time _____

Initials _____

Rev. 7 Nov 2019

Park:	Field(s):	Type of Event:
Date of Event:	Day of Event: M T W TH F SA SUN	
# of people expected:	Organization/Group:	
Person in Charge:	Date of Birth:	
Street Address:	Phone (Day):	
City / Zip:	Wireless:	

PARK/ATHLETIC FIELDS	PLEASE CHECK APPROPRIATE CHOICES:			
	Rental Times (Including set-up and take-down)	From: _____ (am/pm)	TO _____ (am/pm)	
	Lights Required:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Hours: _____ (am/pm) To _____ (am/pm)
	Goals Required:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Size: _____ X _____
	Supervisor Required:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Hours: _____ TO _____ -- _____ TO _____
	Maintenance Required:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	When: _____
	Scoreboards:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
	Bases:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Distance: _____
	Pitching Rubber:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Distance: _____
	Keys:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Where: _____, _____, _____
	Concessions:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Fees: _____
	Electricity:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	(includes four/110 volt receptacles/not available at all fields)
Additional Cost::	Other: _____			

OTHER	PLEASE CHECK APPLICABLE ITEMS:	
	<i>(A City Organized Event Permit may be required based on information you provide. For more information please call 303.289.3683)</i>	
	<input type="checkbox"/> Alcohol - Fermented Malt Beverages (Beer) only (glass bottles prohibited) <i>(Permit required at ALL City parks)</i>	
	<input type="checkbox"/> Non-Profit Organization 501(c) required	
	<input type="checkbox"/> Entertainment provided, please specify: _____	
	<input type="checkbox"/> Sound system or public address system <i>(A sound permit may be required based on the information you provide.)</i>	
<input type="checkbox"/> Fundraise/Selling item or service, Charging admission fee or participation fee, please describe: _____		
<input type="checkbox"/> Equipment to be brought into park (i.e. inflatable, canopy 2 10x10 max) - all equipment and sizes must be noted on rental form or deposit will be forfeited: _____		
<input type="checkbox"/> Other: _____		
MUST CONTACT PARKS SUPERVISOR PRIOR TO PLACEMENT. SAND BAGS PREFERRED. NO STAKES WITHOUT WRITTEN PERMISSION.		
PERMIT HOLDER MAY BE RESPONSIBLE FOR PROVIDING THE FOLLOWING: Portable restrooms, additional trash receptacles		

SIGNATURE	User Agreement: By signing below, I certify that I have reviewed the City's policies regarding the use of City facilities and Athletic Field Regulations 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, its officers, employees, and agents, from and against all claims, demands, or damages arising out of the applicant's use of the park 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 and agree to the Fields and Facilities Rental Terms and Conditions on the reverse side of this form.	
Signature: _____	Date: _____	

INSURANCE	Office Use Only	
	<input type="checkbox"/> REQUIRED - User must provide: (1) general liability insurance (including damage to premises rented) on a primary basis in the amount of \$1,000,000/occurrence; and (2) a certificate of insurance naming the City of Commerce City as an additional insured.	
<input type="checkbox"/> NOT REQUIRED		

APPROVALS	Rental # _____	Special Event # _____
	Commerce City Recreation _____	Commerce City Parks: _____

FIELDS AND FACILITIES RENTAL TERMS AND CONDITIONS

- A. These Fields and Facilities Rental Terms and Conditions apply to all groups using Commerce City athletic fields and facilities.
- B. The Athletic Field Usage application should be submitted at least two (2) weeks prior to desired rental date. Failure to do so may result in denial of a permit. Application forms may be picked up at Eagle Pointe Recreation Center, 6060 Parkway Drive, Commerce City, CO 80022 or Bison Ridge Recreation Center, 13905 E 112th Ave, Commerce City, CO 80022 and returned to the Eagle Pointe Recreation Center, 6060 Parkway Drive, Commerce City 80022. For more information call 303-289-3789.
- C. RENTAL HOURS: 8am to 10pm. ALL events must cease no later than 11pm.
- D. CLEANING/DAMAGE: **Applicants will be held responsible for the condition of the area(s) they use.** If any damage occurs as a result of an applicant's use of any field or facility, the applicant will be charged for actual costs of repair or replacement related to the damage. Athletic facilities, park shelters and restroom facilities must be left in a clean and orderly condition.
- E. VEHICLES: Vehicles are prohibited from driving or parking on turf areas or walkways. **Applicants will forfeit the security deposit if policy is violated.** (Exceptions by advance written approval and under the direction of the Parks Division).
- F. GLASS: Glass containers are prohibited in City Parks.
- G. NOISE REGULATION: It is UNLAWFUL for any person to make, continue or cause to be made or continued any unreasonable noise, as defined in Sec. 6-2011(a) of the Commerce City Revised Municipal Code, and no person shall knowingly permit such noise on any premises.
- H. SMOKING: Effective April 1, 2011, in accordance the Commerce City Revised Municipal Code, Section 7-1014, smoking is prohibited in city parks, trails, open spaces and recreation facilities, with the exception of any areas of park property that are designed and intended for the parking of automobiles.
- I. DOGS: Dogs must be kept on a leash at all times.
- J. 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.
- K. DROUGHT CONDITIONS: In drought conditions, the Parks Division reserves right to cancel any reservation or enforce regulations as mandated by the State of Colorado, Adams County, and Commerce City. A full refund (including deposits) will be provided.
- L. GRILLS: Authorized grills must be a minimum of twelve inches (12") above ground level. Tabletop grills are prohibited.
- M. SPRINKLERS: Please note that the sprinkler systems may be on at the park, but will not be on at the rental facility.
- N. WARM-UP AREA: Teams must use the warm-up areas next to team dugouts.
- O. PLAZA AREAS: Pets, tobacco products, bikes, skateboards, roller blades, etc, are **prohibited** in the plaza areas.
- P. WEATHER POLICY: In the event of inclement weather, you may reschedule within the same rental season at no extra fee. Cancellations due to inclement weather will be refunded (including deposits), less a \$25 administrative fee. In the event of a weather-related cancellation or rescheduling, the Registration desk must be notified no later than the first business day after the rental date by phone at 303.289.3789 (leave complete message with return phone number) or email at dkaza@c3gov.com.

THE PARKS & RECREATION DEPARTMENT RESERVES THE RIGHT TO REFUSE ANY APPLICATION OR REVOKE ANY PERMIT SHOULD THESE FIELDS AND FACILITIES RENTAL TERMS AND CONDITIONS NOT BE COMPLIED WITH.

FEE SCHEDULE: A \$100/FIELD NON-REFUNDABLE RENTAL DEPOSIT MUST BE PAID AT THE TIME THE ATHLETIC FIELD USAGE APPLICATION IS SUBMITTED. A REFUNDABLE SECURITY DEPOSIT AND FEES MUST BE PAID AT LEAST TWO WEEKS PRIOR TO RENTAL DATE. ANY CANCELLATION LESS THAN 7 DAYS WILL BE ASSESSED A 100% CANCELLATION FEE (EXCEPT FOR WEATHER). REFUNDS ARE USUALLY PROCESSED BY THE CITY WITHIN 2 WEEKS OF THE DATE OF THE EVENT. REFUNDS WILL BE ISSUED ONLY BY CHECK OR CREDIT A CHARGE ACCOUNT. NO CASH REFUNDS.

Fees and security deposit are based on the number of fields and the total hours requested.

Non-profit and youth organizations may apply for reduced fees, which will be reviewed on an individual basis. Groups must submit a detailed letter of request. Individuals may complete and return a Scholarship Application Form.

For ball field rental information please call 303.289.3706.

*For a complete list of Athletic Field Rental Rules/Regulations & Fees, log on to our website at <http://recreation.c3gov.com/parks-trails>.