



parks · recreation · cultural services

SPECIAL EVENTS

PARK RULES AND REGULATIONS FOR SPECIAL EVENTS

Alcoholic Beverages: All alcoholic beverages are prohibited in City Parks, except with a Special Event Liquor Permit. *Ordinance No. 9-9-410*

Amplified Sound: If you are using amplified equipment for the event, you must obtain a Noise Hardship permit through the Police Department. Please contact CSPD to obtain a Noise Hardship application. Parks and Recreation staff cannot issue the final park use permit until the Noise Hardship permit has been approved. *Ordinance No. 9-8-101 through 9-8-109*

Appropriation of Funds: In accord with the City Charter, performance of the City's obligations under this Permit is expressly subject to appropriation of the funds by the City Council. Further, in the event that funds are not appropriated in whole or in part sufficient for performance of the City's obligations under this Permit, or appropriated funds may not be expended due to City Charter spending limitations, then the City may terminate this Permit without compensation to Permittee.

Attendee Conduct: The permit holder is responsible for his/her actions and the actions of the gathering attendees.

Destruction of Property: It is unlawful for any person, other than authorized park personnel, to injure, deface, destroy, sever or remove any park property.

Event Organizer: Or his/her designee must remain on site until all vendors have left the area and breakdown and clean-up is complete.

Fires, Generators and Grills: Fires contained in fireplace areas must receive prior approval from the Office of Special Events. Make every effort to see that generators or gas grills are placed on hard surfaces such as a sidewalk or parking lot. If this is not possible, place a barrier, such as plywood, between the grass and the generator or gas grill to collect spillage of gasoline or grease. Charcoal grills are not permitted.

Motorized Vehicles: Private, motorized vehicles are prohibited on all trails and grass in City Parks. Access roads are only to be used with prior approval from the Office of Special Events. Driving on the grass or trail will result in fines.

Park Hours: 5:00 am – 11:00 pm, May 1 to October 31 and 5:00 am – 9:00 pm, November 1 to April 30.

Parking/Vehicular Access: Motorized vehicles of all types including golf carts, utility vehicles, ATVs, etc., are strictly prohibited on park property, lawns, turf, restricted roadway, bicycle/pedestrian pathways, canal, creek pathways, turf trail or athletic fields. All vehicles must be parked in designated parking areas.

Penalty/Violation Fees: Penalty and violation fees may apply for a violation of any park rule and/or when any of the following incidents occur: Driving unauthorized vehicles on unapproved space (i.e. grass, athletic fields; trails, greenways or service roads.); dumping or failure to remove trash; Damage to any park property; Misrepresentation of event; Failure to sufficiently clean the venue; Any use of paint or chalk to mark a paved surface or permanent structure; Staking in any park; Smoking in non-designated areas; and/or Unapproved use of alcoholic beverages.

Portable Toilets, Trash Receptacles and Disposal of Waste Material: The event organizer is responsible for providing an adequate number of portable toilets, trash receptacles, and hand sinks when applicable. Existing park facilities, including portable toilets, restrooms, and dumpsters, are for general park users and should not be used in place of or to supplement event requirements. If facilities must be left overnight, the City recommends locking the units to avoid damage.

Portable Toilets: The City of Colorado Springs recommends two (2) chemical or portable toilets for every 250 people who attend your event. A minimum of ten percent (10%), but never less than one (1) of these facilities must be ADA accessible.

Disposal of Waste Material: All waste material must be properly disposed of at the conclusion of the event, either in a permanent trash can or dumpster, or removed from the site by the event organizer. The City of Colorado Springs recommends one (1) trash receptacle and one (1) recycling bin per 500 people. Your waste management plan should concentrate services in areas where participants and spectators will stage. Existing public trash cans (within parks or on city streets/sidewalks) and dumpsters may not be included in calculating the number of receptacles required for your event.

Prohibited Activities in Parks, Trails and Open Spaces: Included, but not limited to aircraft, alcohol, 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. Drone use may be permitted with prior approval from the Office of Special Events.

Refunds: 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.

Signage: "Event in Progress" or "Race in Progress" signs may be posted at designated points on the roadways, park entrances, and trail on the day of the event, for the purposes of notifying the public that the event is taking place. Please note, these signs are not for meant for advertising the event. Parks, Recreation and Cultural Services staff will instruct you as to where they may be placed. Attaching signs, banners, fliers, or decorations to any park structure (*i.e. buildings, monuments, fences, benches*) or vegetation is prohibited.

Site Visit: A site-walk through is recommended for any special event to be held in a City park. Site walk-throughs should be completed 3-10 days in advance of the event, and may be scheduled by contacting the Office of Special Events.

Smoking: Smoking is only permitted in designated smoking areas.

Staking: No staking is allowed. Water, lead and sand weights are permitted.

Streets adjacent to Parks: Event organizers are encouraged to inform residents and businesses within the adjacent area of the event, including date, time and street closures.

Temporary Structures: Tents, canopies, bleachers, staging, portable displays, and inflatables are permitted with prior approval. A site plan is required for approval, and must specify measures to prevent destruction of turf/park property.

Use of Spray Paint/ Spray Chalk for Directional Signage: Spray chalk can be used on gravel/dirt surfaces with prior approval. However, no other form of paint can be used on any other surfaces including trails or streets. The use of flour is permitted, but must be removed directly following your event.

Vending: A temporary vending permit issued from the Parks, Recreation and Cultural Services department must be applied for and obtained if you or one of your attendees will be vending any food or products at your event. In addition, all Special Events held in the City of Colorado Springs that offer food for public consumption must comply with the food safety regulations of the El Paso County Department of Health.

By signing this document I acknowledge that I have read and will comply with the above rules and regulations.

Signature of Applicant/ Host Organization

Date