



OFFICE USE ONLY	
Requested:	
Permit #:	
Confirmation Sent:	

SCHOOL USE PERMIT APPLICATION

ALL FIELDS MUST BE FILLED OUT

SCHOOL NAME _____

Type of School Day Care/Preschool Elementary Middle
Not available for High Schools Other (List) _____

School Address _____

City/Zip _____

Applicant's Name _____ Applicant's Phone _____

Applicant's Email _____

PARK REQUESTED* _____

Park Address _____

Use Date (Day & Date) _____

Use Time FROM _____ TO _____

On-Site Contact(s) _____

Contact(s) Phone Daytime _____ Cell _____

DESCRIBE ACTIVITY

include its purpose, on-site activities, benefits, collecting any type of fee onsite...

Estimated Attendance _____ of Children _____ of Adults

Will you be putting up temporary structures? (*canopies, tents, bleachers, stages, inflatables...*)
A site plan is required for any temporary structures and should accompany this form. See policies and procedures for specifics. Yes No

Will there be music or amplified sound at event? If yes, complete the Noise Hardship Permit Application. *Applications can be found at www.coloradosprings.gov/specialevents under "Documents You May Need."* *Please provide a copy of your permit with this application.* Yes No

Will you be providing your own generator for power? Yes No

Do you intend to cook on-site? If yes, contact [El Paso County Public Health](#); *See Blue Special Event tab* or (719) 578-3199 for additional regulations and information regarding food and vendor permits Yes No

I've included a signed copy of the School Use Policies and Procedures

RETURN TO... City of Colorado Springs
Parks, Recreation & Cultural Services Department Email:
Attention: Desirae Tucker desirae.tucker@coloradosprings.gov
1401 Recreation Way
Colorado Springs, CO 80905

2020 School Usage Policies and Procedures

School Use Permit Application: The School Use Permit Application **must be submitted no less than 14 days before the desired date of use.** Please note that some pavilions in our parks are available by reservation only and are not to be used except by the person/group that reserved it and paid a fee for the reservation permit.

Criteria for School Use:

- School usage must take place during designated school hours, including setup and cleanup (*Monday-Friday; 7 a.m.-3 p.m.*)
- School usage should be for the designated students of the school only.
- School usage cannot collect any type of participation fee.
- **School usage cannot be used for ANY form of fundraiser or charitable event.**
- **“District Athletic Events, After-School Intramural Programs, and Summer Programs” do not qualify as school usage.**
- School usage cannot impact neighborhood parking.
- School usage must be for the park adjoining school property. If no park borders the school, the school can choose a desired location based on site availability.

Property Usage: **This permit does not give you exclusive use of the park and is not considered a reservation.** All City parks are shared-use facilities.

Site Restrictions: The following locations are available by paid reservation only and **not** permitted for School Use:

- Fountain Park
- John Venezia Community Park
- Memorial Park Pavilion Complex
- Monument Valley Park
- Nancy Lewis Park
- North Cheyenne Cañon
- Palmer Park
- Thorndale Park

Restrooms: Seasonal restrooms are **CLOSED** October through May, and restrooms will not be available during these months. The school is responsible for obtaining portable restroom facilities, should they be required.

Contingency Dates: We do not offer “rain day” or “inclement weather” contingency reservations. If your event is cancelled due to weather, you must re-submit an application for a future date. The 14 day advance rule is waived in the event of a weather cancellation; however, the updated permit is still based on park availability.

Amplified Sound: If you are using amplified equipment for the event, you must obtain a Noise Hardship permit through the Police Department. Applications can be found at www.coloradosprings.gov/specialevents under “Documents You May Need.” **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

Staking: No staking is allowed under any circumstances. Water, lead and sand weights are must be used to secure any tent or bounce house.

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.**

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

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.

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.

Trash Receptacles and Disposal of Waste Material: The event organizer is responsible for providing an adequate number of trash receptacles. 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. Restrooms and port-a-johns will not be available at most parks.

Disposal of Waste Material: Trash and debris must be disposed of properly and the area left clean. If there is no receptacle nearby, trash must be taken with you. Large special events may be required to provide their own trash receptacles. Should you fail to perform adequate cleanup or damage occurs to City property and facilities due to your event, you will be billed at full cost recovery rates plus overhead for cleanup and repair. Some local waste disposal companies include Bestway Disposal 719-633-8709, Waste Management (719) 633-8877, Springs Waste Systems (719) 634-7177

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

Signage: "Event 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. Attaching signs, banners, fliers, or decorations to any park structure (*i.e. buildings, monuments, fences, benches*) or vegetation is prohibited.

Use of Spray Paint/ Spray Chalk for Directional Signage: Spray chalk can be used on dirt/gravel surfaces with prior approval. However, no aerosolized spray chalk can be used on any other surface 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 and Environment and must be approved by the Health Department before opening.

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. **Gas grills only.**

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

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

Smoking: Smoking is only permitted in designated smoking areas.

Penalty Fee: Any violation of the above rules and regulations may result in a \$100 penalty fee, **per violation**, and additional damage repair fees may be assessed. Repeated violation will result in denial of future School Use Permit for the entire school.

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

Signature of
Applicant/Host
School

Date
