



parks · recreation · cultural services

SPECIAL EVENTS

SPECIAL EVENTS PLANNING GUIDE

Office of Special Events · 1401 Recreation Way · Colorado Springs, CO 80905
719.385.5940 · events@springsgov.com · www.coloradosprings.gov



parks · recreation · cultural services

SPECIAL EVENTS

Thank you for holding your special event in Colorado Springs! We look forward to working with you to ensure your event is safe and successful.

A permit is required to hold events such as festivals, parades, block parties, runs, walks or sporting events on public rights-of-way (City streets, sidewalks, alleys or easements). Permits are also required to hold outdoor public events on City-owned properties such as parks and trails. Information and applications in this packet pertain to the most common events.

The City of Colorado Springs Parks, Recreation and Cultural Services Department employ a full-time staff of professional event planners to assist you with your event. Because every event is unique, it is important that you consult with the Office of Special Events as soon as your plan starts developing. Large and/or first year events need more time to plan than smaller, seasoned events.

The goal of the Office of Special Events is to help make the coordination of your event in Colorado Springs as seamless as possible. Contact us early in your planning process so we can help you from the start:

City of Colorado Springs
Parks, Recreation & Cultural Services
Office of Special Events

1401 Recreation Way
Colorado Springs, CO 80905

719.385.5940
events@springsgov.com

All of the documents in this guide can be found online at www.coloradosprings.gov/specialevents.

Events held at Rock Ledge Ranch Historic Site, Pikes Peak - America's Mountain, the Pioneer's Museum or the Colorado Springs Airport require separate permits and permissions. Contacts for these facilities are available through the Office of Special Events.

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WHAT KIND OF EVENT PERMIT DO I NEED?

The City of Colorado Springs has over 200 parks, trails and open spaces available for a variety of uses that include: Art and Cultural Events, Community Festivals, Concerts, Farmers Markets, Races and Walks, Rallies, Community Outreach and other large-scale public uses. In accord with City Code §3.2.402 and §4.3.101, all events intended for public participation in our parks, facilities, or public rights-of-way must be properly permitted.

Please review the information below to determine which type of permit your event requires. For more information, please contact the Office of Special Events.

Non-Permitted Event: The City of Colorado Springs offers 135 neighborhood parks that groups of 50 or less can use on a first-come, first-served basis. Non-permitted events do not require a fee, but do not provide exclusive access to any part of the park.

Pavilion Rental: The City of Colorado Springs provides exclusive use of several pavilions in our parks. Pavilion reservations must be made 24 hours in advance of the event. Reservations may be made online at ColoradoSprings.gov or by calling the Parks, Recreation & Cultural Services Department at 719.385.5940.

Block Party: A Block Party is a party organized by residents of a neighborhood, limited to a City block, in which the street is closed off. A single resident or officer of the affiliated Home Owners Association may request the party and is the main point of contact for all matters regarding the Block Party. Block Party applications must be received at least 14 days before the desired party date. Block Party Info Packet and Block Party Application can be found at ColoradoSprings.gov.

Private Outdoor Fee-Based Activity (POFA): Includes, but is not limited to, a class, clinic, camp, guided activity, program or related service organized and offered by a Permittee for which a payment, fee or other consideration is expected to be made to the Permittee, directly or indirectly, for the right of an individual to participate or attend. POFA must be generally recreational in nature, or a common and customary park use. All POFA events must obtain a permit in order to proceed in a City Park. POFA applications must be received at least 7 days in advance of the activity. Reservations for POFA events may be made at ColoradoSprings.gov.

Park Special Event Permit: The following guidelines will help you determine if your event requires a Park Special Event Permit (meeting any one of the following will require a permit):

- Event is intended for public participation
- Event participation or attendance requires an entry fee
- Event will include vending and/or commercial activities
- Event requires exclusive use of site
- Expected attendance exceeds 100 people
- Event will impact public usage of site
- Event includes at least one of the following: inflatable attractions (bounce houses), vendor booths, food and beverages, entertainment, electricity, sound system or minor equipment (tents, canopies, stages, barricades, etc.)

Citywide Special Event Permit: The following guidelines will help you determine if your event requires a Citywide Special Event Permit (meeting any one of the following will require a permit):

- Event requires the closure of public roads
- Event will have more than 10,000 total participants

- Event will include alcohol
- Event will include high-risk activities (including fireworks)

Citywide Special Event Permits will also require a Park Special Event Permit when the activity includes a City park, trail or open space.

THE PROCESS AT A GLANCE

Timeline – Park Events

- 30 Days Prior to Event – Full application packet and final documentation and 50% park deposit due
- 14 Days Prior to Event – Complete site visit with Office of Special Events and other City staff
- Post Event – Complete after-action process with the Office of Special Events and other City staff; Pay all event fees, no later than 60 days following receipt of invoice.

Timeline – Citywide Events/Park Events with 1000+ People

- 120 Days Prior to Event – Schedule Application Review Meeting with Special Events Committee
- 90 Days Prior to Event – Application packet due
- 75-80 Days Prior to Event - Application Review Meeting; \$50 application processing fee and 50% park deposit due
- 30 Days Prior to Event – Final documentation due
- 14 Days Prior to Event – Complete site visit with Office of Special Events and other City staff
- Post Event – Complete after-action process with the Office of Special Events and other City staff; Pay all event fees, no later than 60 days following receipt of invoice.

Application Review Meeting – Citywide Events/Park Events with 1000+ People

- Standing appointments – Every other Wednesday at 9:00, 10:00 and 11:00 am
- Confirm dates and timelines
- Review Traffic Control Plan with input from CSPD, Traffic Engineering and Barricade Company
- Review Security Plan with input from CSPD
- Review Site Plan with input from Park Maintenance Staff, CSPD, and/or Downtown Partnership

SPECIAL EVENT APPLICATIONS

The first document to complete and return is the permit application for Park or Citywide events, available at ColoradoSprings.gov. The application requires supporting documentation such as insurance information, site plans, event narrative and timeline, traffic control and barricade plan, parking and shuttle plan and proof of non-profit status, if requesting a discount or fee waiver.

The earlier you submit your application, the better. Applicants may submit preliminary information up to one year prior to the event. Deadlines for completing your application are as follows:

Type of Event	Application Deadline
Pavilion Rental	First come, first served
Block Party	7 days prior to event
Film Permit	14 days prior to event
POFA	14 days prior to event
Park Special Event	30 days prior to event
Citywide Special Event	90 days prior to event

SPECIAL EVENTS STAFF

The City of Colorado Springs employs a full-time staff of professional event planners to assist you with your event. For general inquiries, please contact us at events@springsgov.com or 719.385.5940. If you have a specific location in mind for your event, please contact the appropriate staff member:

CARLY KOBASIAR – SPECIAL EVENTS SUPERVISOR

ckobasiar@springsgov.com, 719.385.6519

Citywide Event Area: All areas outside of the Downtown Core and Rocky Mountain State Games

Parks: North Parks, North Athletic District, South Athletic District and Regional Parks, including:

Coleman	Memorial	Skyview
Cottonwood Creek	Mountain Shadows	Ute Valley
Garden of the Gods	North Cheyenne Cañon	Venezia
George Fellows	Piñon Valley	Village Green
Goose Gossage	Rampart	Weidner Field
Mary Kyer	John L. Stone	Wilson Ranch

BLAKE ZINK – SPECIAL EVENTS COORDINATOR

bzink@springsgov.com, 719.385.5476

Citywide Event Area: All areas inside the Downtown Core

Parks: South Parks, Central Parks, and Primary Parks, including:

Acacia	Fountain	Palmer
America the Beautiful	Leon Young	Quail Lake
Antlers	Nancy Lewis	Shooks Run
Bancroft	Meadows	
Boulder	Monument Valley	

***NOTE:** America the Beautiful Park will be closed for construction from January 2020-December 2021

DESIRAE TUCKER – SR. OFFICE SPECIALIST

dtucker@springsgov.com, 719.385.6504

Permit Types: Pavilion Rentals, School Use Permits, Vendor Permits, General Inquiries

If you do not see your specific park listed, please contact us at events@springsgov.com or 719.385.5940.

INSURANCE REQUIREMENTS

General Insurance

A Certificate of Liability Insurance is required for all Park and Citywide Special Events. Some Minor Park Permits may require insurance, depending on the type of activity planned. Proof of insurance must be provided before an event will be considered for approval.

Events are required to have Commercial General Liability Insurance that names as Additional Insured, ***“City of Colorado Springs, its elected and appointed officials, employees and volunteers, are included as Additional Insured with respect to the policies required by this permit”*** and any other public entities impacted by the event. The policy must be for a minimum of \$1,000,000.00 with an aggregate amount of \$1,000,000.00. Additional insurance may be required dependent upon the event size and any high risk activities. Coverage must be maintained for the duration of the event, including set-up and dismantle dates. Event insurance will be primary; any City insurance will be non-contributory.

Required general liability coverage may be obtained for certain types of events by a Permittee, upon payment of a prescribed fee, through the Tenants User Liability Insurance Program (TULIP).

Liquor Liability Insurance

Events that intend to serve or sell alcoholic beverages at an event must also submit a Certificate of Insurance providing proof of a liquor legal liability insurance policy or properly endorsed general liability policy. Events that hire a vendor to serve or sell alcoholic beverages, rather than providing the alcohol themselves, must submit a Certificate of Insurance from the vendor providing proof of a liquor legal liability insurance policy or properly endorsed general liability policy. The minimum acceptable limit of liability per claim and aggregate is \$1,000,000. This requirement applies to the business or group which serves or sells the alcohol.

EVENTS IN CITY PARKS

Citywide Special Event Permits will also require a Park Special Event Permit when the activity is held within a City park or open space. In addition to the guidelines for all special events contained within this handbook, the following regulations must be followed for events within a City park or open space. All applicants will be required submit a signed copy of the Parks Rules & Regulations with the Special Event Application Packet.

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: 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.

Park Hours: Parks are open from 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. Access roads are only to be used with prior approval from the Office of Special Events. All cars 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.

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, drones, and weapons such as knives, firearms, bows and arrows, martial art weapons.

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 Visits: A site-walk through is recommended for any special event to be held in a City park. During the walk-through, the Office of Special Events and the Park Maintenance Supervisor will answer any event organizer questions and provide any necessary keys or access codes. Site walk-throughs should be completed 3-10 days in advance of the event, and may be scheduled Monday-Friday, 7:00 am – 2:00 pm.

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.

Use of Spray Paint/ Spray Chalk for Directional Signage: Spray paint/ spray chalk can be used on grass/turf or dirt surfaces with prior approval. However, no aerosolized spray paint or spray chalk/surveyor's paint can be used on paved surfaces including trails or streets. The use of flour is permitted, but must be removed directly following your event.

DOWNTOWN BUSINESS IMPROVEMENT DISTRICT (BID)

The Downtown BID ensures that Downtown provides a pedestrian oriented environment that is clean, engaging, friendly, welcoming and walkable. Due to the unique pedestrian environment of Downtown and its public spaces, cleaning, landscaping and other services by the BID are provided separately from, and as an extension to, existing City services. The Downtown BID provides the following services, NOT covered by event fees or the City:

- Sprinkler/water adjustments during events
- Repairs to landscaping damaged by extra event traffic
- Removal of event-related stickers and signs
- Spot washing of sidewalk stains and spills
- Power washing of sidewalks
- Additional management of public trash and recycling receptacles within and adjacent to event footprint. *Note: Although events must provide for their own trash management, the permanent bins throughout Downtown collect significantly more trash during and after special events.*

The Downtown BID extends north to St. Vrain Street, south to Moreno Avenue, east to Weber Street and west to Sierra Madre Street. For a detailed map, go to www.DowntownCS.Com/BID.

Events which take place in the Downtown BID must follow all guidelines listed in this handbook. In addition, downtown event organizers must:

- Provide notification to business properties, including street-level businesses, office buildings and residents no less than three weeks prior to the event. Notification should include all streets impacted, whether as staging areas or event activity areas, or streets immediately surrounding the event. ([See Mitigation of Impact](#)).
- Ensure that spectators do not enter/damage flower beds and do not climb on or damage public art.

EVENT SITE PLANS

You are required to submit an event site plan for both Park and Citywide Special Events. These plans should include but are not limited to the following:

- Maps of staging areas for parades/races
- Route maps for parades/races
- Street closures
- Barricade placement
- Parking
- Directional traffic arrows
- Traffic control signage
- Fire apparatus access roads
- Fire hydrant locations
- Fire Department connections
- Volunteer stations/staging
- Trash cans
- Restrooms
- Generator locations
- Retail vendors
- Food vendors
- Food vendors utilizing LPG and/or solid fuels
- Beverage vendors
- Alcohol consumption areas (i.e. beer gardens)
- First aid stations
- Amusement rides/inflatables
- Tents – Identify any over 2400 sq. ft.
- Building or tent entrances and exits
- Fireworks fallout zones and launching areas
- Stages
- Stand-alone stages with stage canopies larger than 400 sq. ft.
- Secured and/or enclosed fence areas
- Emergency shelters/evacuation routes

The more information you provide on your site plan, the better. Google Maps or Map My Ride are both excellent starting points to successfully create maps for your event plans. Contact the Office of Special Events if you have difficulty with this process.

The site plan should be produced in a clear, legible manner and submitted in an 8.5"x11" standard format. To supplement the site plan, a detailed narrative and/or timeline of the event including a description of activities, schedule of entertainment, or other pertinent information will better assist the City in reviewing the components of your event.

TRAFFIC CONTROL PLAN

Events which require any street closures, in any way obstruct vehicular or pedestrian traffic or potentially require a motorcycle/police escort to navigate through the streets must submit a Traffic Control Plan.

The event organizer is responsible for ensuring that a traffic control company they choose has personnel certified with the Colorado Contractors Association or the American Traffic Safety Services Association and that adequate approved barricades are provided at all intersections of roadways to include alleys, which intersect with the closed street. The contracted barricade company must install/place the barricades and the barricades must remain in place for the duration of the event. The barricades may be relocated to the curb only after all hazards or objects in the roadway have been removed and the area properly cleaned up after termination of the event.

It is critical to the safety of your event participants and volunteers that you submit a detailed and accurate Traffic Control Plan. Your plan should include information for your traffic control company and a detailed map. Complete and submit the Street Listing Worksheet for Traffic Plans and include the streets impacted and times of closures and reopening.

POLICE/SECURITY

The Colorado Springs Police Department (CSPD) works closely with the Office of Special Events to ensure the safety and security of all events. CSPD will provide input for your security plan, which will include:

- Needs for uniformed officers or other Police personnel
- Locations, route adjustments, traffic planning, staging areas, event parking, traffic flow, etc.
- Motorcycle escorts for parade routes or processions
- Other safety concerns

Security is required for Beer Gardens. Beer Gardens will require Colorado Springs Police Officers who will deal with police related issues. Officers will not be assigned to check IDs. You may also hire private security to protect your event property after hours or to assist with crowd control inside your event footprint.

The Chief of Police or his/her designee will determine the minimum number of Police officers to adequately staff your event, and has final authority to determine your event security requirements. If it is determined that Police Officers are required, the applicant will be billed for the cost of Police Officer coverage during the event.

PARKING/TRANSPORTATION

Parking Plan

Your parking plan should identify private and public areas available for event parking. VIP and/or handicap parking locations should be considered and clearly marked on your site plan. If utilizing private property for event parking, written permission from the property owner must be submitted to the Office of Special Events along with your special event application.

Meter Hoods

To help prevent unauthorized parking within the designated event area and time, metered parking stalls may be temporarily hooded. The submitted parking plan and map must include which streets will be impacted, designated handicapped parking, and indication of which the side of the street(s) is to be hooded. The City of Colorado Springs will print all meter hoods or signs for the event at a minimal fee to the event organizer. CSPD Parking Services will place the meter hoods for a separate fee or the event organizer may use another method to hood the designated meters.

Meters must not be hooded before 3:00 pm on the day prior to the scheduled event. If hooding of meters is required prior to 3:00pm, prior Parking Administration approval is required.

For meter hooding to designate a staging area, create handicap parking locations or for other special uses at an event which do not include full road closure(s) or a police escort, contact the Parking Administration office directly at 719.385.5681 to discuss the planned event.

Parking Facilities

City public parking structures, facilities and garages DO NOT permit staging or holding of any events, rallies, assemblies or gatherings within the facilities at any time. City parking structures, facilities and garages are to be used exclusively for vehicle parking only.

City surface parking lots may be used for special events with prior permission from the Parking Administration. For City parking lot usage, an adult monitor is required to be stationed at the entrance to each parking lot to ensure the safety of pedestrians and event attendees. The cost for a City parking lot varies by location and will billed separately by the Parking Administration.

For all City owned parking lots, structures, facilities and garages, the City Parking Administration reserve the right to implement at special event parking rate prior to and/or during event times.

Public Transportation/Alternative Transportation

Promote public transportation to your event including the city's bus service Mountain Metropolitan Transit. Information regarding routes and service hours can be found at MMTransit.com. E-mail transitinfo@springsgov.com to receive support from Metro's marketing staff including real-time bus information, maps, hours of operation and more.

Every city bus is equipped with a bike rack that holds 2 – 3 bikes for a bike-n-bus option. Encourage residents to bike to your event and consider using the city's bike valet equipment. The equipment is free to use and only requires a small, refundable deposit. More information about the valet service can be found at ColoradoSprings.gov/Mountain-Metro/Page/Bike-Valet.

MITIGATION OF IMPACT

All events are required to provide notification to affected residential or business properties. When notifying, your street closures must be illustrated and described. The description should clearly define the

dates and times of your closures, with set-up and teardown times included. In areas of your event considered to be temporarily closed, you are required to notify abutting property owners/lessees.

The full impact of your event should be defined to the contacts at these properties. This can occur no less than three weeks prior to your event date. Various methods can be used (postcards, e-mail, flyers, etc.) A copy of this communication should be provided to the Office of Special Events along with your event application.

MEDICAL PLAN

All events are required to submit a medical plan. The plan should include the event’s medical communication plan, number of, certification levels and types of resources that will be at the event, description of how resources will be managed and deployed and location medical aid stations.

The Medical Service Matrix identifies the **minimum requirements** for special events in the City of Colorado Springs. The Colorado Springs Fire Chief or his/her designee has final authority to determine event medical service requirements. Other factors which may impact medical service requirements include, but are not limited to, whether alcohol is being served, type of event/event activities, potential for hot or cold weather issues, and CSPD threat analysis.

EVENT TYPE	PEAK ATTENDANCE (at any given time)	FIRST AID KIT	FIRST AID STATION	CERTIFIED BLS PROVIDERS	LICENSED AMBULANCE PROVIDER ON STANDBY**	CSFD SPECIAL EVENTS MEDICAL TEAM
Festival or Gathering on City Streets or in a City Park	Less than 200	✓				
	201-2,500		✓			
	2,501-10,000			5-9 staff*	1unit*	
	10,001-50,000				1-5 units*	5-9 staff*
	Over 50,000				1-5 units	5-12 staff*
Sporting Event	Less than 2,500			2-3 staff*		
	2,500-10,000			5-9 staff*	1unit*	
	10,001-50,000				1-5 units*	5-9 staff*
	Over 50,000				1-5 units*	5-12 staff*
Parade	All		✓	As determined by CSFD	As determined by CSFD	As determined by CSFD

*Actual staffing and unit numbers to be determined by CSFD following review of event application.

Definitions:

- **First Aid Kit:** A dedicated set of materials and tools for giving emergency treatment to a sick or injured person. The kit should be in a location where it can be easily accessed by event staff.
- **First Aid Station:** A dedicated area staffed with individuals trained in basic first aid.
- **Certified Basic Life Support (BLS):** Individuals that are certified by the State of Colorado as Emergency Medical Technicians that are provided by the event organizers.
- **Licensed Ambulance Provider:** An ambulance provider that is licensed for emergent transport in El Paso County by El Paso County. **Standby ambulances are valuable as an adjunct to on-site medical providers. A dedicated ambulance that is the only medical asset will leave the event without coverage if a patient must be transported.

- **CSFD Special Events Team:** Colorado Springs Fire Department medical team, including but not limited to, Advanced Life Support (ALS) bike teams and paramedic staffed medical stations.

Medical Planning Guide

The Medical Planning Guide can assist you in organizing the components of your Medical Plan. Complete and submit the Guide with your Special Event Application. The guide can be found on our website at ColoradoSprings.gov.

EMERGENCY PLAN

An Emergency Response Plan is required for all events in order to identify and mitigate possible risk to event participants, spectators and volunteers, and must be included with the Special Events Application. Examples of emergencies include, but are not limited to: Severe Weather, Fire, Active Hostile Attack, and/or Medical Emergency. The Police Department, Fire Department, and Office of Emergency Management can help you gain a better understanding of these risks.

Four key areas should be addressed when drafting your Emergency Response Plan:

- Weather forecasting, tracking and reporting
- Communication with event participants, spectators, volunteers, public safety officials and media
- Transportation planning and evacuation routes
- Locations of and access to shelter

It is recognized that no one plan can prepare for all emergencies.

It is important to be as prepared as possible when an emergency arises at your event. A well thought out Emergency Response Plan is one of the cornerstones of an effective safety program - we owe this to every one of our guests and fellow citizens. All personnel should stay attentive to hazards, guests who may need assistance, and unsafe actions. Report anything unusual or suspicious to proper personnel.

EMERGENCY RESPONSE PLAN COMPONENTS:

Site Plan: Your site plan is a critical document for all attendees and event staff, including public safety personnel, to allow for the rapid identification of event-specific facilities and other locations in an emergency. The site plan should include evacuation routes and shelter locations, designated parking locations and vendor/booth locations.

Evacuation Plan: Emergencies occur when we least expect them and often people must be moved to shelter for their protection. It is the responsibility of the Event Organizers to identify and arrange these evacuation locations. It cannot be assumed that business will be open for shelter; therefore the Event Organizers must make contact with these establishments to confirm their availability. Event Organizers should also consider means of evacuation including personal vehicles, public transportation or a shuttle system.

Messaging Plan: A pre-planned message, which includes information on emergency and evacuation procedures, should be frequently communicated to event attendees.

Sample Message: In the event of an emergency requiring evacuation, please seek shelter at [LOCATION]. Please use all available entrances, watch for vehicular traffic, and follow any instructions once you have entered the building. Please remain in that location until the warning has been lifted and you receive further direction.

Emergency Notification System: The Emergency Notification System is an opt-in text message system that can be utilized by events with 25,000+ attendees as a resource to communicate public safety information. There is no cost to utilize this system; however event organizers will be responsible for marketing the service to event attendees and encouraging their participation.

Pre-Event Briefing: Event Organizers should conduct a briefing just prior to the event with staff and volunteers, along with representatives from Police and Fire (if applicable), to be sure everyone is aware of the detailed plans. They should also review policies, clarify roles and responsibilities, confirm communications procedures, and discuss last minute updates.

Emergency Planning Guide: The Emergency Planning Guide can assist you in organizing the components of your Emergency Plan. Complete and submit the Guide with your Special Event Application. The guide can be found on our website at ColoradoSprings.gov.

DIVISION OF THE FIRE MARSHAL (DFM)

The Colorado Springs Fire Department (CSFD) will assess fire and safety issues, based on the adopted fire code, regarding fire, buildings, tents and the physical safety of all those involved in your event. Some events, meeting certain criteria, will require a separate special event permit (plan review, inspection and fees) from the Fire Department. Criteria include impacts to fire apparatus access roads, large amounts of food vendors utilizing LPG and/or solid fuels, and/or other hazardous activities.

If your event will include inflatables, fireworks or pyrotechnics, or portable structures including tents, covered stages and/or cooking with LPG and/or solid fuels, you will be required to describe these items in detail, and map their locations on your site plan.

Inflatable Attractions

Appropriate guidelines for the use of inflatable attractions, such as bounces houses, slides, etc. must be observed. Guidelines include adequate tethering to the ground or other objects so the inflatable does not blow away or otherwise leave the ground.

Temporary Membrane Structures, Tents/Canopies and Temporary State Canopies

A separate revocable permit from the DFM is required prior to the assembly of tents, canopies, and temporary membrane structures having an area in excess of 2,400 square feet, as well as stand-alone temporary stage canopies having an area in excess of 400 square feet. The 2,400 square feet area for tents is applicable to any single, stand-alone structure or the total square footage of structures directly attached to each other.

A permit must be obtained a minimum of three business days prior to the date of the event. Once a permit has been issued, set up of the structures may begin. Use of the structures may only begin after inspection approval. The permit must remain on site with the temporary structure at all times until after the dismantling of the structure. Fees are required for permits and subsequent inspections. The fee amount is based on the current approved DFM Fee Schedule.

If such structures are found to be in use during the event and do not have a permit, the Permit-Holder will be issued a Work Without Permit fee and the use of the structure will be prohibited for the duration of the event.

Liquified Petroleum Gas (LPG)

A separate revocable permit from the DFM is required for any vendor utilizing LPG in amounts over 125 gallons water capacity.

A permit must be obtained a minimum of three business days prior to the date of the event. Once a permit has been issued, set-up of the LPG may begin. Use of the LPG may only begin after inspection approval. The permit must remain onsite with the vendor at all times until the LPG has been removed from the site. Fees are required for permits and subsequent inspections. The fee amount is based on the current approved DFM Fee Schedule.

If at any point during the event a vendor is found to be in possession of LPG in amounts over 125 gallons water capacity and does not have a permit, the vendor will be required to remove the LPG to amounts below 125 gallons and/or required to cease all operations and leave the event.

Fireworks, Pyrotechnic and Flame Effect Productions

A separate revocable permit from the DFM is required prior to the use of any approved firework or pyrotechnic production per the 2015 Colorado Springs Fire Code. Once a permit application has been submitted and approved, set up of the display may begin. A Colorado licensed Pyrotechnician must submit the permit application and supporting documents for these types of permits.

The permit will be issued at the time of inspection and must remain on site of the display at all times until after the dismantling of the production. Fees are required for permits and subsequent inspections. The fee amount is based on the current approved DFM Fee Schedule.

If such activities are conducted during the event, and no permit obtained, the Permit-Holder will be issued a Work Without Permit Fee, and additional disciplinary action may be taken.

Crowd Managers

Whenever an enclosed, fenced in or otherwise secured area is part of the event, the maximum occupancy (number of persons) allowed for that area must be provided. If the number of persons is greater than 1,000, certified Crowd Managers must be provided at a ratio of 1 Crowd Manager for every 250 persons. Crowd Manager certificates must be submitted for review. The Colorado Springs Fire Department provides online [Crowd Manager Certification](#).

SIGNAGE & LIGHTING

A detailed description of any type of signage, banners and/or special lighting to be utilized by your event is required.

For special events, temporary “yard signs” may be placed in the public right-of-way from the Friday before the event, until the Monday following. Portable A-Frame signs, banners and other signage may be placed in the public right-of-way during event hours, as designated by the Special Event Permit

It is unlawful to announce, advertise or call to the public attention in any way any article or service for sale or for hire in any park. Attaching signs, banners, fliers, or decorations to any park or city structure (i.e. buildings, bridges, monuments, fences, guardrails, benches) or vegetation is also prohibited.

NOISE HARDSHIP PERMIT

If your event will include any type of music or amplified sound, you must complete a Noise Hardship Permit Application. The permit application must be received by the Colorado Springs Police Department no less than 30 days prior to your event. If it is determined that a Police Officer is required, the applicant will be billed for the cost of Police Officer coverage during the event.

For any outdoor concert event, Noise Hardship Permits will not be granted past 10:00 pm. It is important to know that if you violate any of the terms of the permit you can be cited for a noise violation, and Police action may be taken on your event. This can include reduction or elimination of the noise, and/or a citation. In addition to securing a permit, we recommend you visit with neighbors or the surrounding businesses about the level and type of sound prior to the event so they will know what to expect.

COLORADO SPRINGS UTILITIES - TEMPORARY ELECTRICITY & WATER

If your event needs electricity from a public source outside of a City park (primarily along City streets), please contact Colorado Springs Utilities (CSU) at least eight weeks prior to your event to arrange for temporary electric connections. A Utilities representative will meet with you to discuss your needs and the cost for the service. CSU's water trailer is available on a limited basis during the summer months, primarily for single-day events. Both services can be requested by completing the sponsorship application on the CSU website at <https://www.csu.org/pages/sponsorship-r.aspx>.

WASTE MANAGEMENT

A waste management plan is required for all events. The plan can be a map or a detailed description, but must include information about where and when waste services will be available. Most major events will be required to contract for trash removal and portable restroom services.

Trash

The City of Colorado Springs recommends one (1) trash receptacle and one (1) recycling bin per 500 people. This figure is based upon the maximum number of attendees at your event during peak time. 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.

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. Failure to clean up after your event may require the City to contract for clean-up services. You will be responsible for payment if this occurs and it may cause future event applications to be rejected.

Portable Restrooms

The City of Colorado Springs recommends two (2) chemical or portable toilets for every 250 people. This figure is based upon the maximum number of attendees at your event during peak time. We are requiring a minimum of 10 percent (10%) of portable toilets, but never less than one (1) unit must be accessible. Further, the ADA Standards require when clusters of portable units are provided at various locations around the event site, at least one unit in each cluster must be accessible. Accessible units should be located on an accessible route and equipped with all the accessible elements such as maneuvering space, grab bars, toilets paper dispensers within reach, etc. In addition, when all units are not accessible, the International Symbol of Accessibility must be posted on the units that are.

Green Events

The City of Colorado Springs is committed to making our City more sustainable. In an effort to move these goals forward, we encourage event organizers to consider the environment during the planning, implementation, and cleanup of special events. The following information and resources will assist you with making your event Green. These basic steps reduce the environmental impact of your special event.

- **Waste**
 - Provide clearly marked bins for collecting recyclables
 - Provide a convenient drop-off point for all unwanted handouts and accessories
 - Choose products packaged in or made with recycled/recyclable materials such as: aluminum cans, plastic bottles, glass bottles, cardboard, aluminum and paper trays
 - Avoid products that cannot be recycled or composed for instance: polystyrene/Styrofoam, plastic utensils, plastic or plastic coated plates and cups, plastic wraps
- **Food & Packaging**
 - Have your food & beverage service provider use bulk dispensers for condiments
 - Provide a water filling station and encourage and/or reward participants who bring their own water bottles and cups
 - Donate excess food to charitable organizations
 - Donate excess food waste for animal feed or composting
- **Energy & Transportation**
 - Find creative ways to reduce or eliminate the need for electricity. Use fewer pieces of equipment and/or energy-efficient options
 - Promote public transportation and bicycling to your event
 - Avoid engine idling during load-in/load-out
- **Publicity & Signage**
 - If hosting an annual or regular event, make reusable vinyl banners from recycled materials and don't print the date of the event
 - Use double-sided printing for promotional material and resources
 - Encourage attendees to register online and utilize electronic marketing over printed promotional materials
 - Reduce the amount of "stuff" that goes into the registration/ goodie bag
- **Other Green Practices**
 - Use non-toxic cleaning supplies
 - Make an effort to educate attendees, especially kids and young adults about environmental awareness and sustainable practices
 - Raise awareness and inspire change in the community
 - Offer suggestions on how to reduce water/ energy consumption

Additional resources for creating Green events are available on the City's website at ColoradoSprings.gov.

VOLUNTEERS

The number and quality of volunteers you recruit can make or break your event. Participant safety often hinges on volunteers who know what they are doing. It's critical that you have more than enough trained volunteers or staff recruited to manage your event. If you are organizing events where traffic is controlled on a route (parades, processions, runs, walks, cycling events, etc.), volunteers must wear safety vests or some form of similar and/or easily identifiable clothing.

Volunteers should be stationed properly to help drivers, spectators and participants get to their destinations. Locations of volunteers, as well as Police support, should be shown on your traffic control plan.

VENDORS/CONCESSIONAIRES

A City of Colorado Springs sales tax license is required by any person engaged in the business of selling and/or leasing at retail within the City of Colorado Springs. To accommodate those selling on a temporary basis, a Temporary Sales Tax License is issued for the period of time the sale takes place up to a maximum of 60 days. The City Sales & Use Tax Ordinance also requires charitable & religious organizations to collect City of Colorado Springs sales tax (2.5%) on the sale of taxable items at retail. The total sales tax rate in the City of Colorado Springs is 8.25% with 3.12% due to the City of Colorado Springs and 5.13% due to the State of Colorado.

This license has a \$20.00 license fee and a cash deposit. This deposit (bond) is based on the estimated sales generated during your sales period. Please contact The Sales Tax Office at 719.385.5903 to determine the required deposit for your event.

The filing of the sales tax return associated with your sale is part of the temporary license application. This information must be provided and returned to our office within ten (10) days of the close of your event. The information you provide permits you to reconcile city sales tax (2.5%) due with your previous deposit. Late filing sales tax returns are subject to penalty and interest.

If you are participating in an event where the organizer has agreed to obtain the license and collect the sales tax from you, you will be provided an envelope. This envelope requires you to complete the requested information and include the sales tax due to the City of Colorado Springs. Returning this envelope to the event organizer at the close of your sale will fulfill our filing requirement for your operation. This process saves individual sellers the license and deposit fees, expedites the reporting, and eases the burden to all parties involved in this city special event.

Event organizers that coordinate special events/tradeshows/bazaars/flea markets must maintain a list of participating vendors (Vendor Listing Worksheet) including each vendor's business name, address, telephone number, and owner's name, address and telephone number. For those participants that have a permanent City of Colorado Springs sales tax license, the organizer must obtain a copy of that license for verification. Envelopes are distributed to each participating vendor that does NOT hold a separate temporary or permanent license for this event. At the close of the event, the organizer will collect all envelopes. Arrangements for the envelopes to be delivered to the city sales tax office (30 South Nevada Ave, Suite 203), along with the Vendor Listing Worksheet as stated above, can be made with our office by calling 719.385.5903 or to the City of Colorado Springs Sales Tax Investigator that has been working with you during your event.

FOOD & BEVERAGE

Food & Cooking Vendors

Food vendors include food trucks/trailers, stands, tents, canned and/or packaged foods, etc. A Mobile Food Vendor's License is required for any vendor wishing to sell foodstuffs within the City of Colorado Springs.

A Colorado Retail Food Establishment License Application with the required license fee and a Special Event Retail Food Establishment Review Form must be submitted to the El Paso County Public Health Department at least ten days before the event for any vendor who will be cooking food in the event area. All cooking vendors must also read and sign the Cooking Requirements at Special Events document.

Reminder: Any single food vendor utilizing Liquefied Petroleum Gas (LPG) in amounts more than 125 gallons water capacity or any vendor cooking food utilizing solid fuels and/or LPG may require an additional permit or inspection from the CSFD Division of the Fire Marshal.

Alcohol

A Special Event Liquor Permit must be obtained for any event that includes the distribution, sale and/or consumption of alcohol. Special Event Liquor Permits may be obtained from the City Clerk's office and are only available for non-profit organizations and require a separate hearing.

The following security measures apply to all Beer Gardens/Alcohol Consumption Areas:

- Provide a pedestrian barrier 6' in height surrounding the alcohol consumption area, OR a double-row pedestrian barrier 4' in height surrounding the entire alcohol consumption area with a 4' gap between the first and second row of barriers. This dead zone prevents the passing of beer over the barriers to someone outside the consumption area.
- Patrons must show proof of age and then be issued a wrist band before they can purchase alcohol.
- The alcohol consumption area may have only one entrance/exit, which shall be monitored by licensed security. The event organizer is responsible for hiring and the cost of security.
- Last call is 30 minutes before the end of the event.
- The alcohol consumption area must close at the same time as the event, even if the Special Event Liquor Permit shows a different time.
- It shall be unlawful for any person to possess on any sidewalk, street or median, alley, avenue, park, vacant lot or ground within the "downtown area," any container of an alcohol beverage unless the container is sealed to prevent a person from drinking from the container.

Alcohol in City Parks

The City of Colorado Springs Parks, Recreation and Cultural Services Department has created an alcohol policy to address requests for alcohol use in association with events being held in City parks where City Ordinance bans the consumption and sale of alcohol.

The Parks Department does not permit service or consumption of spirituous liquor in City parks. The Parks Department will generally accept applications for Beer Gardens in the following parks:

- America the Beautiful
- Bancroft
- Cottonwood Creek
- Coleman
- Goose Gossage Youth Sports Complex
- Mary Kyer
- Memorial
- Skyview Sports Complex
- Ute Valley
- Venezia
- Village Green
- Weidner Field

Organizations seeking permission to serve alcoholic beverages at City Parks must first complete the Park Permission to Serve Alcohol Application. The application can be found at ColoradoSprings.gov. The completed application along with an event diagram must be accompanied by the Citywide Special Events Permit Application and submitted no later than 90 days prior to the event. The Department will review this application, approve or deny the request, then return it to the applicant. Approval of this application is NOT a grant of a liquor permit. Once an approved application from the Parks Department has been returned, the applicant must then submit a Special Event Temporary Liquor Permit Application to the City Clerk's Office no later than 30 days prior to the event.

Events such as dinner receptions, weddings, family reunions, etc. are not allowed to serve alcohol within City parks. A Temporary Special Event Liquor Permit can only be issued to non-profit organizations for fundraising activities/events. Any event on City property with a Temporary Special Event Liquor Permit must meet the City's guidelines for beer gardens including proper fencing, hire adequate police officers and/or licensed private security to staff the event, and approval of the park permission to serve alcohol application.

ANIMALS & PETS

Leashed pets are permitted in public parks and open spaces. It is the responsibility of the animal's owner/caretaker to remove any excrement from the park and properly dispose of it elsewhere. Event organizers may choose whether they wish to allow animals at their event.

It is unlawful for any person to ride or walk any "hoofed animal" in any area in any park, except on trails designated as hoofed animal trails, and except on ceremonial occasions as designated by the park administration. Hoofed animals are not permitted in the following parks at any time: Acacia Park, Alamo Square Park, Antlers Park, Monument Valley Park, and Palmer Park. A hoofed animal is defined by City Code as any hoofed animal, including any cattle, sheep, goat, horse or mule.

Service Animals

Service animals will be allowed to accompany individuals with disabilities. Service animals must be under harness/leash/tether unless doing so interferes with its work for the person with a disability, in which case they must be under voice control. All recognized service animals must be dogs other than a limited exception for miniature horses.

PARADES

Parades can create an opportunity for large groups of spectators and parade participants to heavily impact public streets and sidewalks. Because of the increased impact, some additional rules must be followed to ensure that your parade operates safely and efficiently:

- A Parade Director must be selected and emergency contact information provided to the CSPD and Office of Special Events. The Parade Director will be the main point of contact for CSPD and the City regarding the organization of the parade.
- Nothing is to be set-up in the street until the Colorado Springs Police Department has confirmed the road has been officially closed.
- Anyone driving a float or motorized vehicle in the parade must have a valid drivers' license, and the vehicle must be adequately insured.
- Candy, beads and other items cannot be thrown during parades.
- Fire and/or open flames of any kind are not permitted on parade floats or by any parade participant.
- Float participants cannot mount or dismount from floats during the parade.
- No alcohol or glassware is allowed in the parade.
- A street sweeper must be contracted to clean the parade route following the parade.

BLOCK PARTIES

Block parties are simply a great way to meet your neighbors! They provide a casual relaxed setting where residents can meet, play, eat, and hopefully find similarities that bring them closer together. With a little effort and consistency, a neighborhood of strangers can be transformed into a connected community of families that care for each other and the overall health and vibrancy of their neighborhood.

A Block Party is a party organized by residents of a neighborhood, limited to a City block, in which the street is closed off. A single resident or officer of the affiliated Home Owners Association may request the party and is the main point of contact for all matters regarding the Block Party.

Applications for Block Parties are considered on a first come, first serve basis and must be received at least 14 days prior to desired party date. Parties may be held any day year round between the hours of 9:00am and 9:00pm for a maximum of 8 hours in duration. All required documents can be found on the City's website at ColoradoSprings.gov.

PRIVATE OUTDOOR FEE-BASED ACTIVITIES

The Parks, Recreation & Cultural Services (PRCS) Department permits citizens and organizations the use of specified areas within Colorado Springs parks for the provision of certain Private Outdoor Fee-Based Activities (POFA).

POFA includes, but is not limited to, a class, clinic, camp, guided activity, program or related service organized and offered by a Permittee for which a payment, fee or other consideration is expected to be made to the Permittee, directly or indirectly, for the right of an individual to participate or attend. POFA must be generally recreational in nature, or a common and customary park use.

All POFA events must obtain a permit and provide proof of insurance to proceed in a City Park. POFA applications must be received at least 7 days in advance of the activity. The POFA policy and application can be found on the City's website at ColoradoSprings.gov.

SCHOOL REQUESTS

To better facilitate school activities that take place in City parks (i.e. year-end fun days, field trips, physical education classes, special school celebrations, etc.), a [School Usage Request](#) must be received by the Office of Special Events at least two weeks prior to the activity.

School usage requests must coincide with school hours, should be only for the students/staff/chaperones of the school, and have minimal impact to the park and/or the neighborhood surrounding the park. Afterschool activities, intramural competitions, track/cross country meets, school fundraisers, and weekends are not considered school use requests.

School usage requests do not provide exclusive use of the park and are not considered reservations. All City parks are shared-use facilities. Please note that some park pavilions are available by reservation only and are not to be used except by the person/group that reserved and paid for the permit. Additionally the park you choose to use may not have had sufficient water, and not all parks have restrooms available.

OUTREACH EVENTS

If you are interested in providing outreach to the homeless or other people in need, please consider that there are already excellent organizations in Colorado Springs that provide food, clothing, and other services to people in need. Together, these organizations already serve breakfast, lunch, and dinner nearly every day of the year, and they rely almost solely on donations and volunteers like you in order to do so. Providing assistance through these existing programs is the best way to give back in our community—and these organizations have a structure in place to utilize your time, goods, and money in the most efficient way possible.

Please reach out to the following organizations to inquire on how you can volunteer:

- Marian House - 719.475.7314
- R.J. Montgomery Center (Salvation Army) - 719.578.9190
- Springs Rescue Mission - 719.632.1822
- Urban Peak Colorado Springs - 719.630.3223

If you are still interested in organizing your own independent outreach event, please complete a Special Event Permit Application.

GARDEN OF THE GODS

Major events held in Garden of the Gods usually require park roads to be closed. When the park is closed to vehicular traffic, park visitors are impacted when they cannot conveniently access and enjoy the park.

The Garden of the Gods Master Plan states “Conservation, preservation and restoration are the overriding principles, and within those principles, the ultimate aim is to allow use in the park which will not conflict and are appropriate to the setting. The Garden of the Gods Advisory Committee will adhere to the philosophy and will assure the overriding principles are appropriately considered when evaluating requests that require park closure.

- A maximum of three events per year will be permitted that require a park road closure.
- Only two events requiring a road closure may occur between Memorial Day weekend and Labor Day weekend. If a third event is requested, preference will be given to an event that is requested during the fall after Labor Day weekend.
- Only one event may occur in the spring from March 1 through May 31.
- Events requiring road closure may not occur on consecutive days or weekends.
- Events must be completed and the park roads open to the general public no later than 10:00 am.

***NOTE:** Due to a significant construction project on 30th Street, no new events will be permitted at Garden of the Gods or Rock Ledge Ranch in 2020 or 2021.

PROSPECT LAKE

Due to the permitted boating operations that take place on the lake during the summer, full closure of the lake is limited to four times a year for special events. Any other use of the lake will be reviewed on a case by case basis by the Lake Supervisor and Parks Administration Manager.

Requests for use of the lake during non-motorized hours or that do not impact the YMCA beach operations are preferable over other uses. The 2020 boating hours are listed below. Lake hours may be pre-empted for Special Events or Therapeutic Recreation Programming.

Prospect Lake Hours of Operation

Motorized Watercraft

Monday/Wednesday/Friday	Sunrise to Sunset
Saturday & Sunday	Sunrise to 1:00 pm (Motorized Boats ONLY)
Saturday & Sunday	1:00 pm to 5:00 pm (Motorized Personal Watercraft ONLY)

Non-Motorized Watercraft

Tuesday & Thursday	Sunrise to Sunset
Saturday & Sunday	5:00 pm to Sunset

ACCESSIBILITY

As required by the federal Americans with Disabilities Act of 1990, as amended, all events, workshops, conferences, hearings, or any other activities held on City property (City facilities, including buildings and parks, and public rights-of-way) must be accessible to people with disabilities.

Accessibility Planning

Planning for accessibility from the beginning improves the chances of creating an event that is enjoyable for all participants. Efforts to provide access after critical decisions have been made, such as selecting a site, may result in “add-on” solutions that may be more costly or less effective than necessary. Review the entire process of producing the event often to ensure that accessibility is provided and maintained. Assess sites, identify barriers, and determine what kinds of modifications may be needed by using the checklist at ADAChecklist.org/Checklist.

Accessible Routes

An accessible route for your event is critical to the successful use of a site. A single continuous accessible pedestrian path should be wide, smooth, as level as possible, and without low or overhanging hazards or obstructions. Avoid surfaces that are unstable, rough, steep, have loose material which may result in slipping, grated or gridded with openings wider than ½ inch, carpeted, not leveled, or those that have small abrupt vertical changes that may make it difficult for citizens with mobility disabilities to navigate.

Accessible Parking

When necessary, temporary accessible spaces can be created in permanent paved lots, dirt lots, or fields. Accessible spaces must be created and held in reserve for people with disabilities.

Temporary accessible parking spaces should be located where the surface is firm and stable. If it is possible to find a paved lot with an accessible, locate temporary accessible parking there. Temporary accessible parking lots and spaces should be level and near accessible entrances and routes. Use traffic control cones and/or barricades to set aside accessible parking areas, and designate each space with a sign displaying the accessibility symbol. Create an accessible route from the parking access aisle to the event entrance.

As much as possible, accessible parking spaces and drop-off points should be the same route used by participants. Accessible parking and drop-off points must be located on an accessible route that connects to accessible entrances.

Accessible Communication

Citizens with disabilities may need aids or services from materials in large print, Braille, audio format, readers, American Sign Language Interpreters, written material, captioned videos, assisted listening devices, and/or other types of auxiliary aids to participate in your event. Consider the barriers these citizens may face in participating in your event. Advertising your event, communicating directions, providing guidance on event programming, agendas, information about the accessibility of your event, how to locate accessible parking, and the location of accessible restrooms are some but not all of the factors to take into consideration.

The type of assistance needed will depend on several factors, including the individual’s needs and preferences, as well as the nature of the event or activity. We encourage you to utilize organizations such as the ADA National Network or the City of Colorado Springs’ Office of Accessibility to ensure effective communication.

Publicity materials should include appropriate symbols of accessibility to indicate various features, aids, or services. When publishing publicity materials, consider multiple ways of communication, including broadcast media, internet-based communication, print media, and radio broadcasts. For more information about accessible communication, visit www.adata.org.

Staff and Volunteers

Staff and volunteers should have a basic awareness of and sensitivity to disability issues. Ensuring that your staff and volunteers have clear direction regarding persons with disabilities is critical to hosting an inclusive and accessible event. You are encouraged to advise staff as follows:

- View an individual in terms of the whole person and not just the disability
- Avoid being anxious or overly protective; people will let you know what they need
- Some people will need extra time to move, speak, perform a task, or participate in an activity
- Ensure your staff is aware of accessible features at your event, such as accessible toilet rooms, accessible parking, and any auxiliary aids or assistive technology secured for your event

Other Considerations

It is critical to consider other potential barriers to accessibility and safety in preparing for your event. Eliminating hazardous protruding and overhanging objects, ensuring that tent and tarps are secured, and providing an accessible method to access services such as event information and ticketing will ensure participants with disabilities enjoy a safe and accessible experience at your event.

The following resources are available for more information regarding ADA requirements:

Rocky Mountain ADA Center
ADAInformation.org
800.949.4232

The Office of Accessibility
30 South Nevada Ave Suite 301
Colorado Springs, CO 80902
719-385-5175

The ADA National Network
www.adata.org

COMMERCIAL FILM/PHOTOGRAPHY PERMITS

A Commercial Film Permit is required for any commercial still or video photography in a City of Colorado Springs public right-of-way or City park. Commercial Photography is defined as photography or videography that is done for money-making purposes, in furtherance of a business, or incidental to a person’s business. This includes video or photos that produce revenue, real estate photography, news media, telecommunications or other commercial uses. Drone photography is ONLY permitted with expressed written consent (see [Drone Policy](#)).

The Commercial Film Policy and Permit Application can be found on our website at ColoradoSprings.gov.

Provisions for All Parks, Trails and Open Spaces

- The Colorado Springs Parks, Recreation and Cultural Services (PRCS) Department reserves the right to approve or deny any permit application at its sole discretion.
- Commercial General Liability Insurance that names as Additional Insured, “The City of Colorado Springs, its elected officials, employees and volunteers” and any other public entities impacted by the event is required for all permits. The policy must be for a minimum of \$1,000,000.00 with an aggregate amount of \$1,000,000.00.
- The entire Application and Permit Packet must be on the premises during filming and presented to any City Employee upon request.
- All park rules and regulations apply.

Provisions for Garden of the Gods Park

- Additional regulations for filming in Garden of the Gods Park exist to protect the natural attributes of the park, as well as the experience of its visitors:
- Permits which require road closures will not be issued during peak visitor season, May 1-September 30 annually.
- Filming will only be permitted Monday-Friday during the hours of 6:00-10:00 am (year-round), 3:00-5:00 pm (October 1-April 30) and 7:00-9:00 pm (May 1-September 30).
- Scouting, set-up, tear-down and filming may only be conducted during park hours, 5:00 am – 9:00 pm from November 1 through April 30; and 5:00 am – 10:00 pm from May 1 – October 31.
- Photographers and crew may not disturb birds or wildlife or their natural habitat within the park.
- Photographers, crew, equipment and vehicles may not disrupt or impede vehicle or pedestrian traffic at any time, unless a road closure has been approved and appropriate traffic control is in place.

Are You Requesting?	Required Permit	Application Deadline
Exclusive use and/or closure of any City street, sidewalk, alley, park trail or open space?	Commercial Film Permit	14 days
Non-exclusive use of any City sidewalk or alleyway?	Revocable Permit	7 days
Use of Unmanned Aerial System (UAS)/Drone Photography	Commercial Film Permit Expressed written consent required for drone use	14 days
Use of Pikes Peak or the Pikes Peak Highway?	Varies Contact Pikes Peak America’s Mountain	Varies
Use of private property?	No permits required if the project has permission from the property owner, and there will be no signage, lighting, noise, high-risk activity or temporary structures	N/A

DRONE POLICY

According to City Code §9.9.412, it is unlawful for any unauthorized person to operate any rockets, drones, model airplanes, or radio controlled aircraft in any park except in areas set apart for these forms of recreation. Drone use on Department property is ONLY permitted with expressed written consent and a [Commercial Film Permit](#).

Commercial use refers to operating an unmanned aircraft for money-making purposes, in furtherance of a business, or incidental to a person's business. This includes video or photos that produce revenue, real estate photography, news media, telecommunications or other commercial uses.

Provisions for All Parks, Trails and Open Spaces

- The Colorado Springs Parks, Recreation and Cultural Services (PRCS) Department reserves the right to approve or deny any permit application at its sole discretion.
- Commercial General Liability Insurance that names as Additional Insured, "The City of Colorado Springs, its elected officials, employees and volunteers" and any other public entities impacted by the event is required for all permits. The policy must be for a minimum of \$1,000,000.00 with an aggregate amount of \$1,000,000.00.
- The entire Application and Permit Packet must be on the premises during filming and presented to any City Employee upon request.
- All park rules and regulations apply.
- **All provisions related to a Commercial Film Permit also apply to Drone Film Permits.**

Provisions for Garden of the Gods Park

Additional regulations for filming in Garden of the Gods Park exist to protect the natural attributes of the park, as well as the experience of its visitors.

- Drone Film Permits will not be issued during peak visitor season or breeding season for nesting raptors. Permits will only be issued from November 1 through April 30. No more than 50 permits will be issued each season.
- Drone photography is only permitted Monday-Friday during the hours of 6:00-10:00 am and 3:00-5:00 pm.
- Scouting, set-up, tear-down and filming may only be conducted during park hours, 5:00 am – 9:00 pm from November 1 through April 30.
- Drones may not disturb birds or wildlife or their natural habitat within the park.
- Drones may not come in to any physical contact with red rock formations.

Federal Regulations

Federal Regulations for Commercial Drone Use must be followed at all times. Federal regulations include, but are not limited to, the following:

- Operators must pass an initial aeronautical knowledge test at an FAA-approved knowledge testing center
- Operators must be at least 16 years old
- Operators must pass TSA vetting
- Aircraft must be less than 55 lbs.
- Aircraft must be registered if over 0.55 lbs.
- Aircraft must undergo pre-flight check to ensure drone is in condition for safe operation
- No careless or reckless operations
- Other operating rules, including but not limited to:
 - Must not fly over people
 - Must fly during the day
 - Must yield to manned aircraft
 - Must fly under 400 ft.
 - Must keep the drone in sight
 - Must fly under 100 mph.
 - Must not fly from a moving vehicle

PARK SPECIAL EVENT FEES

PERMIT TYPE	AVERAGE DAILY ATTENDANCE	TIER A PARK PEAK SEASON	TIER A PARK OFF-PEAK SEASON	TIER B PARK
Park Special Event	1-250	\$375	\$300	\$250
	251-500	\$525	\$450	\$350
	501-1,000	\$750	\$650	\$500
	1,001-3,000	\$1,125	\$950	\$750
	3,001-5,000	\$1,500	\$1,250	\$1,000
	5,000-7,500	\$1,875	\$1,500	\$1,250
	7,501-10,000	\$2,000	\$1,625	\$1,375
	Over 10,001	\$2,125	\$1,750	\$1,500
Film	\$250 per event (\$500 per event in Garden of the Gods)			
School Use	No Fee			
Application Fee	Citywide Special Event - \$50; Park Special Event - \$25			
Late Application Fee	Citywide Special Event - \$50; Park Special Event - \$25			
Load-in/Load-Out Day	50% of standard daily rate			
Electricity	\$50 per event			
Water	\$100 per event			
Maintenance Staff	\$25 per hour (2 hour minimum)			
Penalty/Violation**	\$100 per incident			

Please Note:

- Rental fees are PER DAY
- 50% deposit required to reserve date
- Peak Season – May 1 – September 30
- Off-Peak Season – October 1 – April 30

Tier A Parks

Acacia
 America the Beautiful*
 Bancroft*
 Cottonwood*
 John Venezia
 Memorial*
 Memorial Skate Park
 Monument Valley – All
 Monument Valley – South
 Palmer
 Prospect Lake
 Skyview Sports Complex*
 Weidner Field*

Tier B Parks

Antlers
 Coleman*
 Goose Gossage Youth Sports Complex*
 Mary Kyer*
 Monument Valley - North
 Nancy Lewis
 North Cheyenne Cañon
 Quail Lake
 Rampart
 Ute Valley*
 Village Green*
 All other neighborhood parks

*Alcohol may be served in these parks.

**Violation and penalty 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

EVENT APPLICATION CHECKLIST

Name of Event: _____

Date of Event: _____

TASK	FEE	DEADLINE	DUE DATE
Permit Application and Application Fee for Citywide Event	\$50	90 days prior to event	
Permit Application and Application Fee for Park Event	\$25	30 days prior to event	
Park Rental Deposit	50% of rental fee	With application	
Event Site Plan	-	With application	
Event Narrative & Timeline	-	With application	
Street Closure Worksheet	-	With application	
Parking and Shuttle Plan	-	With application	
Medical Planning Guide	-	With application	
Emergency Planning Guide	-	With application	
Samples of Mitigation Documents	-	With application	
Park Permission to Serve Alcohol Application	-	With application	
Waste Management Plan	-	With application	
Application Review Meeting	-	75-80 days prior to event	
Certificate of Insurance	-	30 days prior to event	
Noise Hardship Permit	\$0	30 days prior to event	
Security Plan	-	30 days prior to event	
Traffic Control Plan		30 days prior to event	
Fireworks/Pyrotechnics Permit	\$396	30 days prior to event	
Open Burning Permit	\$176	30 days prior to event	
Temporary LPG Use Permit	\$184	30 days prior to event	
Temporary Membrane, Tents and Temporary Structures Permit	\$296	30 days prior to event	
Temporary Sales Tax License	\$20	30 days prior to event	
Vendor Listing	-	30 days prior to event	
Mobile Food Vendor's License		30 days prior to event	
Special Event Liquor Permit		30 days prior to event	
Revocable Permit	\$10-225	30 days prior to event	
Mitigation of Impact	-	21 days prior to event	
Park Site Walk-Through	-	14 days prior to event	
Health Department Inspection			

SPECIAL EVENT CONTACTS

Permit Type	Department	Phone	E-Mail
Citywide Special Event	Special Events	719.385.5940	events@springsgov.com
Emergency Plan	Office of Emergency Management	719.385.7262 719.385.5950	hustedda@springsgov.com
Film Permit	Special Events	719.385.5476	ckobasiar@springsgov.com
Fireworks/Pyrotechnic	CSFD Fire Marshal	719.385.7362	sdsmith@springsgov.com
Health Department	El Paso County Public Health	719.578.3199	leegriffen@elpasoco.com
Noise Hardship	CSPD	719.444.7705	chaconma@springsgov.com
Open Burning	CSFD Fire Marshal	719.385.7362	sdsmith@springsgov.com
Park Permission to Serve Alcohol	Special Events	719.385.6519	events@springsgov.com
Parks Special Event	Special Events	719.385.5940	events@springsgov.com
Mobile Food Vendor's License	City Clerk	719.385.5901	cityclerk@springsgov.com
Revocable Permit	Land Use Review	719.385.5803	mpfitzsimmons@springsgov.com
Sales Tax License	Sales Tax	719.385.5228	rmccall@springsgov.com
Special Event Liquor Permit	City Clerk	719.385.5901	cityclerk@springsgov.com
Special Event Medical Team	CSFD Medical Team	719.385.7219	jveit@springsgov.com
Temporary Land Use	Land Use Review	719.385.5083	mpfitzsimmons@springsgov.com
Temporary LPG Use	CSFD Fire Marshal	719.385.7362	sdsmith@springsgov.com
Tent & Canopy	CSFD Fire Marshal	719.385.7362	sdsmith@springsgov.com
Traffic Control	Traffic Engineering	719.385.5446	mnordstrom@springsgov.com
Traffic Control	CSPD	719.444.7705	chaconma@springsgov.com

Venue	Department	Phone	E-Mail
Colorado Springs Airport	Airport Operations	719.550.1967	cosmarketing@springsgov.com
Colorado Springs Pioneers Museum	Event Coordinator	719.385.5653	hdavis@springsgov.com
Pikes Peak – America's Mountain	Park Operations	719.385.7705	selliott@springsgov.com
Rock Ledge Ranch Historic Site	Park Operations	719.492.1329	amorris@springsgov.com



parks · recreation · cultural services

SPECIAL EVENTS

Office of Special Events
 1401 Recreation Way
 Colorado Springs, CO 80905
 719.385.5940
events@springsgov.com

www.ColoradoSprings.gov/SpecialEvents