parks · recreation · cultural services

Parks, Recreation & Cultural Services
Chapel & Pavilion Rental Agreement

- This reservation grants you exclusive use of the Chapel/pavilion site.

- Please print a copy of your permit and carry it with you to your event. Should another party be at your site during your reserved date and time, you may ask them to leave.

- All park pavilions and restrooms are reserved on an "as is" basis. It is recommended to bring extra toilet paper and paper towels if restroom facilities are available at the site. Bathrooms may be unavailable between October and May due to winterization.

- **CANCELATION POLICY**:
    - If you wish to cancel for a full refund, you must do so no later than 30 days prior to your reservation date. Cancellations between 14-29 days of the reservation date will receive a 50% refund and after that no refunds will be offered. No refunds for inclement weather.

- You are also welcome to bring covered propane grills; however, **absolutely no charcoal or wood burning grills are allowed.**

- **American Mother's Chapel Regulations**

    - Maximum Capacity; 15 people in Chapel, seating available for 12 people.
    - Hours of operation are between 11am – 7pm.
    - Ceremony parking is ONLY on Chambers Way.
    - Chapel reservations DO NOT apply to any other part of the Rock Ledge Ranch Historic Site, including the parking lot.
    - Under no circumstances may a motor vehicle park next to the Chapel, or inside the park fence line.
    - The Chapel is a natural area. DO NOT release birds/butterflies or throw rice/confetti.
    - Flowers or other decorations may not be delivered early; and must be removed after use.

- The following reservation sites require keys for access to gates and restrooms. If you have reserved one of these sites you will need to retrieve the keys from the lock box located at the site. **You will need to call 719-385-6535 NO MORE THAN 24 HOURS PRIOR to your reservation to obtain the combination for the pad lock on the box containing the key.**

    - American Mother's Chapel
    - Cheyenne Mesa Pavilion
    - Palmer Park Council Grounds
    - Palmer Park Lazyland
    - Palmer Park Youth Camp
    - Memorial Park Pavilion Complex
    - Monument Valley Park

- You must lock all facilities at the end of your event and return the key(s) to the box and lock the padlock. **Failure to lock the facilities and/or return the key(s) may result in a $50 re-keying fee.**

******Restrooms at John Venezia Community Park, Monument Valley Park, Meadows at Palmer Park, Nancy Lewis, and Thorndale don't require keys.**

- Maximum pavilion capacities are as follows:
    - Cheyenne Mesa: 100
    - Memorial Pavilion Complex: 150
    - Monument Valley Park: 200
    - Nancy Lewis Park: 50
    - Palmer Park Council Grounds: 100
    - Palmer Park Lazyland: 100
    - Palmer Park Meadows: 50
    - Palmer Park Youth Camp: 100
    - Thorndale: 50
    - Venezia Bunkhouse: 135
    - Venezia House: 150
    - Venezia Barn: 225

City Park Rules and Regulations:

1. Alcoholic beverages are prohibited. (ORDINANCE #9.9.410)
2. Fires are prohibited. (ORDINANCE #9.9.403)
3. All pets must be kept on a leash.
4. Persons using park property shall be responsible for any and all damages to property and injury to persons.
5. Groups in reservation areas must produce a reservation permit upon request.
6. It is unlawful to camp or spend the night in any city park. (ORDINANCE #4.2.102)
7. Any use of amplified sound equipment must be in compliance with ORDINANCE #9.8.101 through ORDINANCE #9.8.109, and must be approved by the noise abatement office. Contact this office at 719-444-7705 thirty days prior to your event to obtain a Noise Hardship Permit.
8. The posting of signs leading to a reservation area or hanging decorations or other materials on park buildings, structures or vegetation is prohibited.
9. All cars must be parked in designated parking areas.

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.

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

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Signature of Reservation Holder Date