



parks · recreation · cultural services

## 2024 School Use Permit Application

**\*ALL fields MUST be filled out\***

### OFFICE USE ONLY

Requested: \_\_\_\_\_

Permit #: \_\_\_\_\_

Conf. Sent: \_\_\_\_\_

SCHOOL NAME \_\_\_\_\_

TYPE OF SCHOOL

Day Care/ Preschool

Elementary

Middle

**Not available for High Schools**

Other (List) \_\_\_\_\_

SCHOOL ADDRESS \_\_\_\_\_

CITY/ZIP \_\_\_\_\_

APPLICANT NAME \_\_\_\_\_

APPLICANT PHONE \_\_\_\_\_

APPLICANT EMAIL \_\_\_\_\_

**PARK REQUESTED\*** \_\_\_\_\_

PARK ADDRESS \_\_\_\_\_

USE DATE (*Day & Date*) \_\_\_\_\_

USE TIME

FROM \_\_\_\_\_

TO \_\_\_\_\_

ON-SITE CONTACT(S) \_\_\_\_\_

CONTACT NUMBERS

(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 AND 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

If yes, is your Site Plan attached  Yes  No

WILL THERE BE MUSIC OR AMPLIFIED SOUND AT EVENT? If yes, complete the [Noise Hardship Permit Application](#). **School Use Permits are not issued without an approved Noise Hardship Permit.**

Yes  No

Permit # \_\_\_\_\_

WILL YOU BE PROVIDING YOU OWN GENERATOR FOR POWER?

Yes  No

DO YOU INTEND TO COOK ON-SITE

If yes, contact [El Paso County Public Health](#) 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  
Attention: Office of Special Events  
1401 Recreation Way  
Colorado Springs, CO 80905

Email: Office of Special Events

[Parks&RecOfficeofSpecialEvents@coloradosprings.gov](mailto:Parks&RecOfficeofSpecialEvents@coloradosprings.gov)

# School Usage Policies and Procedures

2024

**School Use Permit Application:** The School Use Permit Application must be submitted no less than 14 days before the desired date of use. Application submitted late or incomplete will not be processed.

## Criteria for School Use:

- School usage must take place during designated school hours, including setup and cleanup (**Mon-Fri; 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.** Monetary fund's **CANNOT** be associated with **ANY** part of the event, even if happening on school property.
- **“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 Canon
- Palmer Park
- Thorndale Park

**Restrooms:** Seasonal restrooms are **CLOSED** October through May, and restrooms **will not** be available during these months. Portable restrooms are available at full cost to the school. Requested for portable restrooms must be made through our department and units will only be placed in pre-approved location. **Units will be available at a rate of \$110/day. Requests and FULL payment for all portable restrooms must be made a minimum of 14 calendar days in advance.** Requests received less than 14 days in advance will not be honored.

**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. Please contact CSPD to obtain a [Noise Hardship application](#). **Parks and Recreation staff will not 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 permitted.

**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. Driving on the grass or trail will result in fines.

**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. **Any destruction of park property will result in penalty and repair fees.**

**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