

Administration Office • 4005 Kipling Street • Wheat Ridge, CO 80033 • 303-231-1300

INSTRUCTIONS FOR FORM: A park, trail or open space permit is required of groups that have 25 or more people. Please fill in ALL of the requested information, sign below and bring the completed form to the Wheat Ridge Recreation Center at the above address. Note that you may be required to reserve the park pavilion for a fee if the use precludes other groups from renting. In addition, you may be required to pay fees depending on the impacts of the request. If a fee is required, the permit will be issued upon receipt of payment. Fees, if applicable, are non-refundable. Use is not granted until your request is approved and the permit is issued.

Group Name: _____

Contact Name: _____ **Email:** _____

Address: _____

City/State/Zip: _____

Phone 1: _____ **Phone 2:** _____

Area of Use (include park name, trailhead, Greenbelt location, etc.): _____

Date of Use: _____ **Hours of Use:** set up begins: _____

actual event: _____

clean up: _____

Date of Use: _____ **Hours of Use:** set up begins: _____

actual event: _____

clean up: _____

Type of Function: _____

No. of Participants: _____ **No. of Spectators:** _____

Liability Insurance: No Yes **Amount:** _____

Activities and Additional Facilities Needed (e.g., pavilion, parking, restrooms, drink stations, field use (fees charged for field reservations), swimming pool (entry fees apply), trail, etc.)

The Director of Parks and Recreation may approve or disapprove the request based on the following criteria:

- a. Impact on the area in use in terms of large numbers of individuals in the area.
- b. Impact on daily use.
- c. Coordination with any other large group activity being held in the pavilion or park area.
- d. Parking availability for regular daily use and requested event usage.
- e. Requested event must not conflict with any Park Rules and Regulations already in effect.
- f. Impact fees may apply.

ALL CITY OF WHEAT RIDGE ORDINANCES AND PARK RULES AND REGULATIONS MUST BE COMPLIED WITH IN USE OF THIS FACILITY. You may access the Parks Rules and Regulations on the website at <http://www.ci.wheatridge.co.us/599/Parks-Forestry-and-Open-Space> or by hard copy upon request. Parks close at 10:00 p.m. Greenbelt areas are open sunrise to sunset.

I have read and understand the Park Rules and Regulations and agree to use area under these guidelines.

Signature

Date

OFFICE USE ONLY

Director Concerns: _____

Review concerns, make comment and sign, route to next person (if checked), and return to P&R Director for final approval.

Recreation Manager Signature: _____
Comments: _____

Aquatics Supervisor Signature: _____
Comments: _____

Athletics Supervisor Signature: _____
Comments: _____

Parks Manager Signature: _____
Comments: _____

Open Space Supervisor Signature: _____
Comments: _____

Other: _____ Signature: _____
Comments: _____

FOR DIRECTOR'S APPROVAL:

Approved **Disapproved**

Comments: _____

Fee (if applicable): _____ Date Paid: _____ Shelter Reserved: Yes No

Joyce Manwaring, Director of Parks & Recreation

Date