



parks · recreation · cultural services

SPECIAL EVENTS

PARK RULES AND REGULATIONS FOR SPECIAL EVENTS

2016

Insurance: Insurance is required for all public special events. Users are required to provide commercial general liability insurance naming, as Additional Insured, the “City of Colorado Springs, its officers, employees and agents” and any other public entities impacted by the event. The policy must be for a minimum of \$1,000,000, with an aggregate amount of \$1,000,000 and a minimum 30 day cancellation period. Insurance coverage must be maintained for the duration of the event, including setup and dismantle dates. Please note that event insurance will be primary; any City insurance will be non-contributory.

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 cannot issue the final park use permit until the Noise Hardship permit has been approved. Ordinance No. 9-8-101 through 9-8-109.

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.

Alcoholic Beverages: All alcoholic beverages are prohibited in City Parks by Ordinance No. 9-9-410, except with a Special Event Liquor Permit.

Park Hours: Parks are open from 5 a.m. - 11 p.m., May 1 to October 31 and 5 a.m. - 9 p.m., November 1 to April 30.

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.

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.

Portable Toilets, Trash Receptacles and Disposal of Waste Material: The event organizer is responsible for providing an adequate number of portable toilets, trash receptacles, and hand sinks when applicable. 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. If facilities must be left overnight, the City recommends locking the units to avoid damage.

Portable Toilets: The City of Colorado Springs recommends two (2) chemical or portable toilets for every 250 people or portion thereof who attend your event. Ten percent (10%) of these facilities must be ADA accessible. The Parks, Recreation and Cultural Services Department may determine the total number of required rest room facilities on a case-by-case basis

For questions, contact the:

Office of Special Events
1401 Recreation Way
Colorado Springs, CO 80905

719-385-5940 ● www.coloradosprings.gov/SpecialEvents ● events@springsgov.com

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

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

Signage: "Event in Progress" or "Race in Progress" signs (minimum 2'x3') must be posted at designated points on the roadways and park entrances on the day of the event as well. 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.

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.

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.

Staking: No staking is allowed. Water, lead and sand weights are permitted.

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: Must remain on site until all vendors 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.

Pre-Event Site Visit: Park staff and the permit holder or designee, are required to meet to perform an event walk-through at least 3-10 days before the event.

Smoking: Smoking is only permitted in designated smoking areas.

Motorized Vehicles: Private, motorized vehicles are prohibited on all trails and grass in City Parks. Access roads are only to be used with prior approval from the Office of Special Events. Driving on the grass or trail will result in fines.

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.

***By applying for the Parks Special Event permit,
you agree to have read and will comply with the above rules and regulations.***

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