

COMMUNITY SERVICES DEPARTMENT

El Paso County Parks

FACILITY USE & EVENT GUIDE



Facilities • Rates • Guidelines



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Welcome to El Paso County Parks

**This Facility Use/Event Guide provides you with information on El Paso County Parks
and how you can reserve a facility for your next event.**

Online Reservations:

You can make your facility reservations for pavilions, wedding gazebo, warming hut, archery and tennis ONLINE at www.elpasoco.com. Select the ONLINE SERVICES link.

To make a facility reservation in person or over the phone, please call or visit us at:

Parks Headquarters

2002 Creek Crossing
Colorado Springs, CO 80905

Phone: (719) 520-PLAY (7529) Fax: (719) 520-6389
Office Hours: Monday through Friday 8:00 am to 5:00 pm
Email: parks@elpasoco.com
Website: www.elpasocountyparks.com
Facebook: El Paso County Parks

Nature Centers:

To reserve a meeting room or learn about current programs, classes and special events at our Nature Centers, please call or visit:

Bear Creek Nature Center

245 Bear Creek Road
Colorado Springs, CO 80906
Phone (719) 520-6387

Office Hours:
Wednesday through Saturday
9:00am – 4:00pm
Facebook: Bear Creek Nature Center & Fountain Creek Nature Center

Fountain Creek Nature Center

320 Pepper Grass Lane
Fountain, CO 80817
Phone (719) 520-6745

Office Hours:
Wednesday through Saturday
9:00am – 4:00pm

El Paso County Fair and Events Complex:

To make a facility reservation, reserve a meeting room or schedule an event at the Fairgrounds, please call or visit:

El Paso County Fair and Events Complex

366 10th Street
Calhan, CO 80808

Phone: (719) 520-7880 Fax: (719) 520-7883
Office Hours: Monday through Thursday 8:00 am to 4:00 pm
Email: events@elpasoco.com
Website: www.elpasocountyfair.com
Facebook: El Paso County Fair

El Paso County Facility Overview

Bear Creek Nature Center

245 Bear Creek Road, Colorado Springs, CO 80906

The Bear Creek Nature Center features an exhibit room with hands-on educational exhibits, interpretive programs for all ages, special events, media presentations, outdoor recreation activities, nature camps, group tours, scout programs, birthday parties and environmental education programs. Numerous volunteer opportunities are also available.



The center is open Wednesday through Saturday 9:00 am – 4:00 pm with additional rental times. The “Bear Den” meeting room may be reserved based on availability and planned programs.



For more information about reserving the “Bear Den” for your wedding, birthday, special party or to receive info regarding current programs and special events, call (719) 520-6387 or e-mail us at maryjolewis@elpasoco.com.

Bear Den – Bear Creek Nature Center

75 maximum - Theater style

50 maximum – Seated at tables



Fountain Creek Nature Center

320 Pepper Grass Lane, Fountain, CO 80817

The Fountain Creek Nature Center features a newly expanded and updated facility providing interpretive programs, special events, media presentations, outdoor recreation activities, nature camps, group tours, and environmental education programs for schools year round. Numerous volunteer opportunities are available.

The center is open Wednesday through Saturday 9:00 a.m. – 4:00 p.m. with additional rental times available.

The Program Room may be reserved for weddings and private parties based on availability. The room features three Apple TVs, sound system, viewing deck, tables, chairs and limited kitchen facilities.



For more information about reserving the Program Room for your wedding, birthday, special party or to receive info regarding current programs and special events, call **(719) 520-6745** or e-mail us at **nancybernard@elpasoco.com**.



Fountain Creek Media Room

75 Maximum – Theater style

50 Maximum – Seated at tables

Bear Creek Regional Park

- ***Bear Creek Terrace*** (Main Park Area) - 21st Street & Argus Road, Colorado Springs, CO 80905
- ***Bear Creek East*** - 21st Street & West Rio Grande, Colorado Springs, CO 80905

The park offers miles of trail, picnic pavilions, play fields, restrooms, playgrounds, sand volleyball courts and horseshoe pits. Basketball courts, tennis courts, archery range and vita course are available for use in Bear Creek Terrace.

Black Forest Regional Park - 4800 Shoup Road, Colorado Springs, CO 80908

This 427-acre park offers turf playfields, tennis/basketball courts, a playground, and two picnic pavilions created in the natural openings of the forest. There is also a six-mile loop trail for non-motorized recreation that winds through the park. This park is a prime location for cross-country skiing.

Fountain Creek Regional Park – 2010 Duckwood Road, Fountain, CO 80817

The park is located within the Fountain Creek flood plain and a mature cottonwood forest. Picnic pavilions, play fields, a playground, basketball court, volleyball court, and horseshoe pits are available within the park. You can also access the Fountain Creek Regional Trail and the Crews Gulch Trail from the park.

Fountain Creek Regional Trail - Willow Springs and Duckwood active use area

Approximately 10 miles of trail have been developed along Fountain Creek from El Pomar Youth Sports Complex in Colorado Springs south through Fountain Creek Regional Park. The Fountain Creek Regional Trail is part of the Front Range Trail system and passes through riparian habitat that includes mature cottonwoods, wetlands and upland areas.

Fox Run Regional Park – 2110 Stella Drive, Colorado Springs, CO 80921

This park offers picnic pavilions, play fields, restrooms, two playgrounds, sand volleyball, horseshoe pits, Nordic Center (warming hut) and wedding gazebo. The Fallen Timbers area of the park is left undeveloped except for four miles of multi-use trails that wind through its trees.

Homestead Ranch Regional Park - 16444 Gollihar Road, Peyton, CO 80831

This park offers excellent hiking, biking, and environmental education opportunities. A natural spring-fed fishing pond and creek in the central valley of the park attracts diverse wildlife. Enjoy 3.25 miles of trails, pavilions, playfield, playground, restrooms.

New Santa Fe Regional Trail - Palmer Lake to Colorado Springs

Extending from the Palmer Lake Recreation Area off County Line Road in northern El Paso County to the City of Colorado Springs, this 15-mile trail drops 1,200 feet in elevation as it follows a 6.5-mile portion of the abandoned railroad along the Front Range Corridor through the United States Air Force Academy. Hikers, bikers, and horseback riders enjoy a variety of wildlife, abundant wildflowers, open grasslands, cottonwoods and ponderosa pines, interesting geological landmarks and magnificent views.

Palmer Lake Recreation Area - 199 County Line Road, Colorado Springs, CO 80133

Trails, a picnic pavilion, playground, restroom, sand volleyball court and horseshoe pit are offered at this park. A walking path winds around the southern half of the willow-lined lake. Fishing is permitted with a valid State of Colorado Fishing License as well as adherence to all fishing laws and requirements. Facility reservations are made through the Town of Palmer Lake by calling (719) 481-2953.

Rock Island Regional Trail - 7305 McGlaughlin Road, Falcon CO 80808

The Rock Island Regional Trail is located on a segment of the former Chicago and Rock Island Line. Excellent views of several landmarks are visible from the trail including Pikes Peak, Rampart Range, Rattlesnake Buttes at Homestead Ranch Regional Park, Spanish Peaks, Wet Mountains and the Sangre de Cristo mountain range. Opportunities for wildlife observation are abundant.

Reservation Process

Reservations are accepted ONLINE beginning the second working day in January through the last working day in October.

The reservation season dates from April 1st through October 31st of the current calendar year.

Please call or visit us the 2nd Monday of each year to make your reservation over the phone or in person.

How to make a facility reservation

1. Go ONLINE or contact Parks Administration to determine availability. All facilities are available on a first-come, first-serve basis unless otherwise reserved.
2. Once your facility is available you will be asked a series of questions to help Park Staff determine if your event is a Special Event. (See page 11). Every facility has a maximum occupancy that cannot be exceed. You are required to reserve an additional facility if your event is in excess of the maximum occupancy number.
3. Payment can be made by credit card, check or cash. Payment must be made at the time of reservation. After payment is received you will receive a Facility Sale Receipt/ Facility Permit confirming the date, time and location of your event.
4. In order to verify your authorized use of a facility, you should have your permit with you at all times during your event.
5. If it is determined your event is a Special Event additional requirements may apply. (See Page 10)

Facility Information

Facility	Non-Profit Fees	* Commercial Fees
Archery Range	\$6/hr per lane	\$9/hr per lane
Baseball / Softball Fields	\$22/hr (2 hour minimum)	\$33/hr (2 hour minimum)
Creek Side Meeting Room	\$8/hr	\$12/hr
Disc Golf Course	\$100 / Event	\$150 / Event
Field - Level 1 Bear Creek - Field 2 & 3 Fountain Creek - Field 1 & 2 Fox Run - Field 1	\$24/hr (2 hour minimum)	\$35/hr (2 hour minimum)
Field - Level 2 Fox Run - Field 2 & 3 Black Forest - Field 1	\$18/hr (2 hour minimum)	\$27/hr (2 hour minimum)
Gazebo at Fox Run	\$117/hr (2 hour minimum)	\$177/hr (2 hour minimum)
Pavilions	Small - \$30 per day Medium - \$100 per day Large - \$206 per day	Small - \$45/day Medium - \$150/day Large - \$310/day
Tennis / Pickleball Courts - No Lights	\$6/hr per court	\$9/hr per court
Tennis / Pickleball Courts – Lights	\$9/hr per court	\$13/hr per court
Trails	\$100 per event	\$150 per event
Vending	\$40/day per vendor	\$60/day per vendor
Warming Hut/Nordic Center	\$18/hr (2 hour minimum)	\$28/hr (2 hour minimum)

Pavilion Information & Rental Rates

Park	Pavilion No.	Non-Profit Fee	Commercial Fee	Size	Seats	Max. Capacity	No. of Tables	No. of Grills	Electrical	Park Facilities
Bear Creek Terrace (West)	1	\$206	\$310	Large	140	150	22	3	Yes	Restrooms, trails, play fields, playground, sand volleyball court, horseshoe pits, tennis courts, archery range, vita course, basketball court, picnic units, water at restrooms and spigot near pavilions 1, 2, and 3.
	2	\$100	\$150	Medium	50	60	8	2	Yes	
	3	\$100	\$150	Medium	40	50	6	2	Yes	
	4, 5, 6	\$30	\$45	Small	10	12	2	1	No	
Bear Creek East	7 & 8	\$100	\$150	Medium	50	60	7	2	Yes	Restrooms (at Admin. Bldg.), trails, playground, sand volleyball court, 2 horseshoe pits, wheelchair accessible table, water at restrooms and pavilion.
Black Forest	1 & 2	\$100	\$150	Medium	40	50	5	2	Yes	Restrooms, trails, play fields, playground, tennis/basketball court, picnic units. Water at restrooms only.
Fountain Creek "Duckwood Active Use Area"	1	\$206	\$310	Large	100	120	12	3	Yes	Restrooms, trails, play fields, playground, 2 sand volleyball courts, basketball court, 2 horseshoe pits, water at restrooms and pavilions 2 & 3.
	2 & 3	\$100	\$150	Medium	50	60	7	2	Yes	
	5 & 6	\$30	\$45	Small	10	12	2	1	No	
Fox Run "Oak Meadows"	1	\$100	\$150	Medium	50	60	7	3	Yes	Restrooms, trails, play fields, playground, sand volleyball court, horseshoe pit, picnic units, water at restrooms and pavilions.
Fox Run "Oak Meadows"	2 & 3	\$100	\$150	Medium	50	60	7	2	Yes	Restrooms, trails, play fields, playground, sand volleyball court, horseshoe pit, picnic units, water at restrooms and by pavilions. Pavilion #2 is not handicap accessible.
"Pine Meadows"	4 & 5	\$100	\$150	Medium	50	60	7	2	Yes	Restrooms, trails, play fields, playground, picnic units, water at restrooms and pavilions.
Homestead Ranch	1	\$100	\$150	Medium	60	70	8	2	No	Restroom, trails, playground, picnic units, water at restroom.
Homestead Ranch	2	\$30	\$45	Small	10	12	2	1	No	Restroom, trails, playground, picnic units, water at restroom.

* A commercial event is conducted by promoters/businesses that are using the facility for commercial purposes. Examples include: ticketed events, merchandise sales, class instruction, and other for-profit special events.

Special Event Process

What is a Special Event: Special Events are events which are arranged for a particular occasion or purpose surpassing the usual park activities such as: Bounce houses, other inflatable equipment, Cross Country events, organized races and runs, festivals, field weddings, organized field activities, soccer practice and matches, events over 250 attendees, etc. A vendor permit is required for all events contracting a food or beverage vendor. *(As part of your event planning please be advised that the consumption of alcohol on any County park property is unlawful.)*

Application Process:

- Fill out the Special Event permit application and return back to the office no later than 30 days prior to your desired event date. Special Events will be processed on a first come first serve basis. Selected community and County sponsored events will receive priority. *(Certain events e.g. large scale community events etc. require a meeting with the Director of Community Services.)*
- Park staff will evaluate the application, check for facility availability and book your reservation. In case of conflicts with the type of event or date/time conflict, staff will notify you by e-mail.
- A *Welcome Package* will be e-mailed to you which will contain a welcome letter (event fee, damage deposit, insurance requirement) an invoice and a draft of your permit.
- All Special Event requirements outlined in the welcome package must be completed no later than 14 days prior to your event date to avoid cancellation of the event permit.
- All special events applicants must provide a certificate of insurance indicating coverage in the minimum amount of \$1,000,000 for personal injury and property damage (combined single limit). The certificate shall name *El Paso County* as additional insured and indicate the dates, times, location, and name of the event.

Special Event Fees:

Group Size	Non - Profit Fee	* Commercial Fee		Dumpster	Portable Restrooms	On-Site Meeting	Parking Attendants
Up to 100	\$59 per event	\$89 per event	\$100	N/A	TBD	TBD	N/A
101-200	\$89 per event	\$134 per event	\$100	TBD	TBD	TBD	TBD
201-300	\$118 per event	\$177 per event	\$150	4cy dumpster	TBD	Required	TBD
301-400 401-500	\$148 per event \$207 per event	\$222 per event \$310 per event	\$300	2-8cy dumpster	Required - Quantity determined at on-site meeting	Required	Required - Quantity determined at on-site meeting
501-600 601-700 701-800	\$266 per event \$325 per event \$384 per event	\$399 per event \$487 per event \$576 per event	\$550	2-8cy dumpster	Required - Quantity determined at on-site meeting	Required	Required - Quantity will be determined at on-site meeting
801-900 901-1000	\$443 per event 502 per event	\$664 per event \$753 per event	\$800	3-8cy dumpster	Required - Quantity determined at on-site meeting	Required	Required - Quantity determined at on-site meeting
1001- up 1001- up	\$551 per event (+ \$59 per additional 100 people) per event	\$826 per event (+ \$89 per additional 100 people) per event	TBD	Required - Quantity determined at on-site meeting	Required - Quantity determined at on-site meeting	Required	Required - Quantity determined at on-site meeting
Sports League	\$118	\$177	\$500	N/A	TBD	Required	TBD

Examples of Special Events and Requirements

Bounce House and other Inflatable Equipment

- A field or pavilion reservation is required with any bounce house permit.
- Placement of a bounce house will be determined during the on-site meeting with the park supervisor.
- Bounce houses cannot be placed on grass or fields. The bounce house must be secured with ropes, sandbags or weights on parking lot area only.
- A generator must be provided by the bounce house vendor to power the bounce house.
- Generator and gas cans cannot be placed in grass areas. They must be placed in the parking lot or gravel area.
- Event holder is required to complete an on-site meeting with the designated park supervisor no less than 2 weeks prior to event for specific set-up instructions.
- A certificate of insurance naming El Paso County as the additional insured is required.
- Equipment must be removed immediately after the event



Tents, Canopies and Field Weddings

- Tents/canopies may only be set-up on designated multi-use fields. Field reservation time must include time for set-up and clean-up. Tents cannot have floors of any kind.
- Event holder is required to complete an on-site meeting with the designated park supervisor no less than 2 weeks prior to event for specific set-up instructions.
- Stakes for securing tent must not be greater than 10" in length and are not to be driven into the ground more than 6 to 8 inches.
- Tents, canopies, and temporary membrane structures over 2,400 square feet require a permit from the Fire Prevention Office. In Colorado Springs contact (719) 385-5978 and in Fountain contact (719) 382-7800.



Athletic Field Use

A Special Event permit is required for all organized activities such as athletic practices, games and tournaments.

Groups or individuals other than sports leagues can also rent fields to ensure exclusive use. In most cases, all Special Event permit requirements apply.



- Reservation Fee - Field reservation fee to include a standard special event fee must be paid prior to the event date.
- Damage Deposit - A \$300 damage deposit is required and must remain on file for the entire season.
- Certificate of Insurance - A certificate of insurance in the minimum amount of \$1,000,000 for personal injury and property damage (combined single limit) must be on file prior to the first event date. The certificate must name *El Paso County* as the additional insured and indicate the dates, times, location, and nature of the event.
- On-site Meeting - Event holder must meet with the parks supervisor prior to the first event date to discuss specifics associated with the use of the facility e. g. field lining, field lay-out etc.

Cross Country, Runs, Walks, Races & Cycling Events

- Event holder is required to complete an on-site meeting with the designated park supervisor no less than 2 weeks prior to event for specific set-up instructions.
- Permit holder must have written parking control plan to include authorized personnel to direct traffic and parking.
- A certificate of insurance naming El Paso County as the additional insured is required.
- Only the trails and/or roads designated for these types of activities will be available for use. The use of social trails is prohibited.
- Event holder must post signs along the trail at least 2 weekends prior to the event informing other trail users of the upcoming event.
- The use of motorized vehicles on the trails is not allowed.



Overnight Camping

- A Special Event permit for camping is only issued to non-profit or community-oriented service organizations. **Public camping is not allowed in any EPCP.**
- If a campfire is desired, the group must bring in firewood and a barrel to contain the fire. **Wood cannot be gathered in the park.** All ashes must be extinguished with water and must be removed from park property and disposed of properly. **Open fires are not permitted.**
- A certificate of insurance naming El Paso County as the additional insured is required.
- Any anticipated camp fires are subject to County Fire Marshall fire ban restrictions that may be in effect. Permit holder must check with the office of the Fire Marshall to obtain a current fire status.

Dog Shows and Fundraisers

- Event holder is required to complete an on-site meeting with the designated park supervisor no less than 2 weeks prior to the event for specific set-up instructions. Location of these types of activities must be coordinated with the designated park supervisor.
- A certificate of insurance naming El Paso County as the additional insured is required.
- Most events require a parking control plan to include personnel to direct traffic.
- Most events require the rental of additional portable restrooms and trash containers.
- Only the parks, fields and/or trails designated for these types of activities will be available for use.
- Only members or guests of the reserving party are permitted to participate.
- The drop-by fields may not be used for organized activities at anytime.



Large scale events /Reserving an entire park

- Event holder may be required to reserve all facilities in the requested park.
- Large scale events can only be held at certain Regional Parks. (Will be determined by staff or supervisors.)
- Commercial events e.g. ticketed events, for profit events etc. will be charged the commercial fees.
- Large scale community events etc. may require a meeting with the Director of Community Services.
- A detailed map of the event lay-out must be provided 4 weeks prior to the event. Only the park, trails and/or roads designated for these types of activities will be available for use.
- Event holder is required to complete an on-site meeting with the designated park supervisor no less than 2 weeks prior to the event for specific set-up instructions.
- A certificate of insurance naming El Paso County as the additional insured is required.
- Event holder must post signs in the trail, park or field at least 2 weekends prior to the event informing other park users of the upcoming event.
- Non-reservable facilities may not be used any time during the event.



Filming and Photo Shoots

- A temporary access agreement must be obtained for all commercial film or photo shoots or for all materials used for sales, reproduction and/or commercial purpose.
- Event holder is required to complete an on-site meeting with the designated park supervisor no less than 2 weeks prior to the event for specific set-up instructions. Location of these types of activities must be coordinated with the designated park supervisor.



Orienteering, Geocache & GPS Events

- Requires a special event permit.
- Event holder is required to complete an on-site meeting with the park supervisor no less than 2 weeks prior to the event for specific event details .
- A certificate of insurance naming El Paso County as the additional insured is required.
- Map of cache locations must be submitted to the park supervisor.
- Only the areas rented by the event holder are available for the event.
- Only members or guests of the reserving party are permitted to participate.
- Permit holder must post signs announcing the event to the public at least 2 weeks prior to the event date.
- A geocache must not contain any inappropriate, offensive or hazardous materials. The geocache cannot be attached or buried. Vegetation or natural features cannot be disturbed. Geocache must be removed after the event.



Horse Carriage Rides, Hayrides and Equestrian Events

- Requires a special event permit.
- Event holder is required to complete an on-site meeting with the designated park supervisor no less than 2 weeks prior to the event for specific set-up.
- Only the trails and/or roads designated for these types of activities will be available for use.
- Only members or guests of the receiving party are permitted to participate.
- Event holder must post signs along the trail at least 2 weeks prior to the event informing other trail users of the upcoming event.
- Grazing of animals is prohibited. All animal excrement and hay must be picked up and removed from the park.
- Horses and carriages are not allowed on any multi-use fields.



General Use Guidelines

For a complete list of all Park Rules and Regulations, please visit our web-site at www.elpasocountyparks.com.

Access During Events

EPCP employees are responsible for the management and maintenance of the park facilities and property and have the right to access the facilities and property at any time during any event.

Accidents and Injuries

Notification should be made to the El Paso County Sheriff Dispatch (719) 390-5555 or EPCP Security Officer (719) 499-1067 or (719) 520-6507. If the incident is regarding personal property damage, please contact El Paso County Sheriff Dispatch or EPCP Security Officer to file a report.

Alcohol / Controlled Substances

The consumption/use of alcohol and controlled substances is prohibited without an approved permit from the respective government jurisdiction and written approval by EPCP. It is unlawful for any person to enter or be in a County park while under the influence of alcohol or drugs.

Athletic Field Use Procedure

All reservation fees must be paid within 30 calendar days of receiving permit.

A standard \$300 damage deposit will be required and must remain on file during the entire season.

A current certificate of insurance is required. This certificate may cover multiple seasons depending on the duration of the policy. The policy must name EPCP as the additional insured and list all dates of practice and games, and the park location.

Any field closures initiated by EPCP will be rescheduled or credit given for the next season.

A game or practice cancellation, made by the athletic league or its representative, will not be credited. Rescheduling will be offered at the regular field price and must be paid within 10 business days.

A complete schedule and team information must be provided to EPCP including the team name, Coach's names and contact numbers and the number of participants on each team.

Lining of the fields is the responsibility of the Event Holder. Lines are not to be cut into any field area. Prior to the scheduled event, Event Holder must meet with the District Supervisor to review the layout and lining of the fields and other issues associated with the use of the facilities.

No more than 2 playfields may be lined within any reserved fields use area. Non-reservable areas may not be lined for athletic activity.

Any league desiring to sell food and/or beverages must obtain an approved vendor permit.

Cancellation of an Event

Reservation payments will not be forfeited if the event is rescheduled at least 2 business days prior to the event to another available date within the same calendar year. If the event is not rescheduled at least 2 business days prior to event, the permit will be cancelled and no rescheduling or refund will be made. If EPCP closes a facility the Event Holder will be notified and given the option of rescheduling the event or receiving a full refund.

Catering

A Special Event permit and certificate of insurance is required with all catered events.

Changes to Permit

The Event Holder may institute one revision to the permit at no charge as long as the revision is made at least 2 business days prior to the reserved facility use. A \$25 fee per occurrence will be assessed for any subsequent revisions.

Cleaning the Facilities

EPCP endeavors to maintain a clean, safe, and attractive facility at all times. Pavilions are cleaned and prepped by EPCP once each day. It is the responsibility of the Event Holder when using the pavilion to clean-up all trash after their event.

EPCP reserves the right to charge the Event Holder or retain from the deposit the cost of any type of clean-up or damage including the removal of unusual amounts of trash.

Damage Deposits

All Special Event Holders are required to post a damage deposit prior to the event. The deposit will be refunded if the facility and property are left clean and undamaged. The deposit is due and payable by separate funds at least 14 business days prior to the event. The damage deposit amount will be determined by the nature of the proposed event.

The Event Holder is held responsible for all damages to the EPCP property. All costs deemed necessary and incurred by EPCP for replacement and/or repairs caused on behalf of the Event Holder will be billed within 10 working days after the event.

EPCP may require an Event Holder to set-up a pre and post event inspection with Park Staff. This will help determine specific set-up needs and will help facilitate the post event refund of the damage deposit. EPCP reserves the right to make the final determination of the refund, if any.

There may be instances when EPCP may require a damage deposit regardless of whether or not the event qualifies as a Special Event.

Decorations

All decorations must be completely removed at the end of the reservation and can only be secured by tying string, ribbon, or paper streamers. Decorations may not be secured to park signs, traffic signs, pavilion supports, trees or plants. Tacks, staples, nails, pins, or tape of any kind are prohibited.

Dogs & Horses

Dogs and Horses are welcome at most of the EPCP except on Nature Center Trails and the Paint Mines Interpretive Park. Trails and areas that prohibit dogs or horses will be clearly marked. All dogs must be on a leash at all times. For the enjoyment and safety of dogs, an off leash Dog Park is located at Bear Creek Regional Park, Fox Run Regional Park, Fountain Creek Regional Park and Falcon Regional Park. Horses must be ridden or leashed and under control at all times. All manure/excrement left by animals is to be properly disposed of by the pet owner. Horses may be ridden on designated trails only. Horse drawn conveyances are not permitted on trails without a Special Event permit.

Electricity

Electrical outlets are available in selected facilities, however electricity is not guaranteed. Usage may not exceed 15 amps, as exceeding the amperage may result in loss of electrical service.

Event Set-up/Clean-up

All Event Holders are responsible for their own event set-up and clean-up.

Facility Permit

A facility permit is issued to a group or individual who desires the use of a designated facility for a specified length of time to the exclusion of all other members of the public. Facilities include meeting room, pavilions, fields, tennis courts, archery range, Nordic Center/warming hut and the gazebo. Trails may be reserved however; they cannot be closed to the public.

Facility Reservation Refund Procedure

- 1) The entire facility reservation, less a \$25 administrative fee, will be refunded if the facility use permit is cancelled 60 days or more prior to the rental date.
- 2) If a facility reservation is cancelled between 30 and 60 days prior to the rental date, a 50% refund less a \$25 administrative fee will be refunded.
- 3) IF WITHIN 30 DAYS OF THE RENTAL DATE, NO REFUND WILL BE ISSUED.
- 4) The permit holder can elect for an internal household credit of the full amount if the reservation cancellation is received no later than 48 hours prior to the rental date. The household credit can be used for the rental of another County Parks facility within the current reservation year.
- 5) Applicable refund requests will take approximately two to four weeks if a check must be issued. All refunds will be issued to the original payee only.

Feeding of Wildlife

The feeding of wildlife is unlawful. Feeding wildlife may be well intended, but it is harmful to animals and can be dangerous for humans. Therefore, please do not feed the wildlife in county parks. For more information on living with wildlife, please contact the Colorado Division of Wildlife at (719) 227-5200.

Fee Payment Schedule

Payment can be made by credit card, check or cash. Your reservation date is not confirmed until EPCP has received your payment. Payment for a standard reservation must be made at the time the reservation is made. Special Event fees must be paid within 14 business days of event. (Please note: Athletic Field reservations must be paid within 30 calendar days of receiving permit.)

Field Closures

In some instances, EPCP may determine that a field(s) needs to be closed due to standing water, visible snow or frozen field(s). EPCP takes into consideration the safety of the field users and potential damage to fields and reserves the right to determine playability. Please visit our website at www.elpasocountyparks.com for the latest field information.

Field Reservation

Fields are available for reservation between April 1st and October 31st each year. Fields are reserved by the hour (2 hour minimum) daily. A damage deposit may be required based on the type of activity or equipment being used. Drop-by fields cannot be reserved and are not allowed to be used for any organized activity.

Fire Regulations

Fire regulations and codes are enforced by the El Paso County Sheriff's Office (EPCSO). If you have any questions, please contact the El Paso County Sheriff's Office Dispatch at (719) 390-5555.

Flammable Materials

Please exercise caution when decorating or setting up displays to keep any potentially flammable materials away from heat or electrical sources.

Food & Beverages

Events may have outside food vendors or catering services. Please see Catering on page 15 or Vendor Guidelines on page 18 for more information.

Fundraising Events

Please call EPCP at (719) 520-PLAY (7529) for information on holding a fundraising event in any EPCP facility.

Glass Containers

Glass containers are prohibited on EPCP property.

Insurance Requirements & Indemnification

All Special Events require a certificate of insurance which must name El Paso County as the additional insured and showing coverage in minimum amounts of \$1,000,000 for personal injury and property damage. The date, location and name of the event must be listed on the certificate.

Law Enforcement

All rules, regulations, and policies of EPCP are enforceable by El Paso County Sheriff in accordance with Colorado Revised Statutes 29-7-101.

Licenses, Taxes, Fees, and Permits

Special licenses and permits may be required for some events. Check with all applicable authorities to be certain you are in compliance at all levels. The Event Holder must obtain all permits and/or licenses required by applicable law, ordinance, resolutions and rules. Please provide copies of all required permits and/or licenses to EPCP prior to the event.

Special taxes and fees may be applicable. All taxes, fees and assessments, including but not limited to, license fee, fees for permits, profits, sales or use taxes, personal property taxes or any other taxes that may be levied or assessed on the assets, shall be paid by the Event Holder.

Noise Levels

Noise levels shall be maintained at a level that does not interfere with other park users and surrounding neighborhoods.

Occupancy Limits

Due to safety concerns, occupancy levels are set by EPCP, and any other applicable codes and regulations. If the number of attendees (includes participants and spectators) exceeds the maximum occupancy level, you may be asked to leave or charged additional fees.

Park Use

In general, park usage is available on a "first come, first serve" basis. Planned events in which a permit for park usage has been obtained shall have priority over events or users which have not obtained such a permit. In order to verify your authorized use of a particular facility, both to Park Staff and other park users, please have your permit with you at all times during your event.

Parking

Carpooling is encouraged for large events due to the limited number of parking spaces at each EPCP. For the safety of all users, and in compliance with local and state codes/ordinances, parking is allowed in designated parking lots only. Parking on the grass or native area is not permitted at any time. Fire lanes must be maintained at all times. Vehicles found in violation of this policy will be towed away at the owner's expense. When planning a large event alternate parking arrangements may have to be made for the success of the event.

Photos

All users of EPCP, by virtue of their presence on the property, are consenting to allow EPCP the right to photograph them, their guests, participants, and the event itself while on the property. These photographic or video images shall be the property of EPCP for educational, promotional, or documentation purposes only.

Restroom Facility Requirements

Restroom facilities are only available seasonally. EPCP has restroom facilities in most areas of the premises. For some larger events, portable restrooms may be required. The Event Holder shall be responsible for arrangement and payment of the portable restrooms. Seasonal restroom closures begin on November 1st and generally reopen on April 1st.

Sharing of Facilities

EPCP are used for many events and activities. A permit entitles you to exclusive use of the area designated by your permit only. Other visitors may be in the park and/or have reserved use of other areas. Facilities and areas of the park that are not reserved must be used on a shared basis.

Storage

EPCP shall not be liable in the receipt, handling, care or custody of property of any kind shipped or otherwise delivered to the premises, either during or subsequent to the use of the facilities by the Event Holder. EPCP shall not be liable for any loss, damage or injury to such property.

Tables

All pavilions have a designated number of tables that have been strategically positioned. All tables are bolted down and cannot be moved without permission from EPCP. EPCP will allow the Event Holder to move the tables after all necessary requirements are met. Please contact EPCP for more information.

Trash Removal

All trash that does fit in the provided receptacles must be removed from the park by the Event Holder. Bagging the trash and setting it next to the receptacles is not permitted.

Use Restrictions

EPCP reserves the right to refuse event bookings that may cause undue or unusual damage to the facilities or that may violate local, state, or federal laws, regulations, or rules.

Vendor Guidelines

All vendors participating at an event at the EPCP must apply for and receive a permit. It is the responsibility of the Event Holder to arrange for vendors; however, EPCP will issue the operating permit. All vendors are required to stay in their assigned area and may not encroach upon other vendors or parkusers.

EPCP vendor applications are provided to the Event Holder/Promoter at the time of the booking. The completed applications must be returned to the EPCP office prior to the event. EPCP has three categories of vendors: 1) commercial (manufactured or handmade items for sale), 2) non-commercial (display or information only) and 3) food and beverage vendors. The Event Holder may be charged a daily fee per commercial and/or food vendor.

All Food Vendors must have completed and comply with all requirements from the El Paso County Department of Health and Environment before EPCP can issue a Vendor Permit.

Visit http://www.elpasocountyhealth.org/environment/consumer_protection.asp for more information. Food vendors will be required to have a Colorado Food License in accordance with 4-1602(14) C.R.S., and proof of liability insurance. Nonprofit organizations serving food are required by the EPCP to have a Certificate of License issued by the El Paso County Department of Health and Environment.

Water

Water may only be available on a seasonal basis.

Weapons, Firearms and Fireworks

The discharge of firearms, whether loaded or unloaded, is unlawful. Firearms include any pistol, revolver, rifle, shotgun, air gun, gas operated gun, spring gun or B-B gun. The use of fireworks and explosive devices is prohibited in County parks.

Wedding Guidelines

1. For groups over 200 people: Permit holder must assign authorized personnel to direct parking and traffic. Parking personnel must wear reflective gear (or specific color) for identification.
2. Permit holder may display small signs indicating the way to the wedding.
3. Wedding parties are allowed to decorate; however all decorations must be removed at the end of the reservation.
 - Decorations may be secured by using string, ribbon or paper streamers.
 - Decorations are not to be secured to pavilion supports, trees, plants, park signs or traffic signs.
 - No nails, staples, tacks, pins.
 - No scotch tape, duct tape, masking tape or electrical tape.
 - You may use artificial (plastic or silk) flowers for decorations. Please do not forget to remove them following the wedding.
4. Bride & groom may be showered with real rose petals. Please do not shower the bride & groom with artificial (plastic or silk) flowers, bird seeds, wildflower seeds or confetti.
5. Alcohol consumption is not allowed on any County Parks property.
6. Lighted candles are not allowed. (Fire Danger). Battery operated candles are permitted.
7. Soft acoustic music is allowed.
8. It is the permit holder's responsibility to clean up the reserved facilities and leave it in good, clean condition.
9. Trash that does not fit in the provided receptacles must be removed from the park by the permit holder. Bagging the trash and setting it next to the receptacles is not permitted due to animal activity and other safety reasons.
10. The permit entitles you to exclusive use of the area designated for your permit. Other visitors may be in the park and/or have reserved use of other areas. Facilities and areas of the park that are not reserved are use on a shared basis.



