



**CITY OF CASTLE PINES  
PARK FACILITIES USE APPLICATION**

*The City of Castle Pines makes Elk Ridge Park and public facilities available for short-term reservation, rental, and use. In order to preserve and protect the City's facilities for the use and enjoyment of everyone, the City requires that the City's Policy Pertaining to Park Reservation Procedures be strictly followed.*

**FACILITY REQUESTED:**

- PAVILION #1 (LARGE)    PAVILION #2 (SMALL)    PAVILION #3 (SMALL)  
 HALF TURF FIELD    FULL TURF FIELD

1. Name of User (If requesting the Turf Field, add Team or League Name): \_\_\_\_\_

2. Address: \_\_\_\_\_

3. Telephone Number: \_\_\_\_\_

4. E-mail address: \_\_\_\_\_

5. Name, Type and Purpose of the EVENT (describe in detail the use and activities proposed for the Park; if there will be any tents, awnings, portable toilets, or other structures brought to and used on the FACILITY. Please attach a diagram or drawing of the proposed locations of these structures at the FACILITY). **NO TENTS, AWNINGS OR STRUCTURES REQUIRING STAKES CAN BE USED ON ARTIFICIAL TURF FIELD:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. DATE/TIME OF REQUESTED USE: (If requesting the turf field, list preferred dates & times in priority order i.e. #1, #2, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Total Maximum Number of Persons Expected: \_\_\_\_\_

8. Beer or Liquor to be Served or Consumed at EVENT?  No  Yes  
**NO ALCOHOL IS PERMITTED WITHOUT OBTAINING A SPECIAL  
EVENT LIQUOR PERMIT FROM THE CITY (AVAILABLE FOR NON-  
PROFIT ORGANIZATIONS).**

9. **LIABILITY AND INDEMNIFICATION.** The USER shall neither hold nor attempt to hold the CITY liable for and will hold harmless and indemnify the CITY from and against any and all demands, claims, causes of action, or judgments, and any and all expenses (including without limitation, attorney's fees and costs) incurred by the CITY in investigating and resisting the same arising from any injury or damage to the property of the USER, any other purpose whatsoever, where the injury or damage is caused by the negligence or misconduct of the USER, its agents, servants, employees, guests or any other person on or where such injuries are the result of the violation of law, ordinances, governmental orders of any kind, or of any provision of this Agreement.

10.  I have received a copy of the Policy Pertaining to Park Reservation Procedures.

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

INTERNAL USE	
Date Received: _____	Time: _____
Turf Field: \$ _____	
Pavilion: \$ _____	
Amount Due: \$ _____	
Deposit: \$ _____	
Total Amount Due:\$ _____	