

RESOLUTION NO. 14-10

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF CASTLE PINES, COLORADO, AMENDING
THE POLICY PERTAINING TO
PARK RESERVATION PROCEDURES**

WHEREAS, the City Council of the City of Castle Pines ("City") adopted Ordinance No. 11-06 concerning the rules and regulations governing City parks; and

WHEREAS, Ordinance No. 11-06 contemplates that the City Council will adopt user fees and park reservation policies by resolution; and

WHEREAS, the City Council adopted a Policy for Park Reservation Procedures through Resolution No. 11-42; and

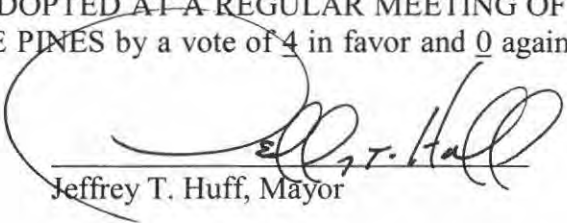
WHEREAS, the City Council desires to amend the written policy on the procedures to be followed to reserve fields and pavilions within City parks.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CASTLE PINES, COLORADO, THAT:

Section 1. The City Council hereby approves and adopts the amended policy titled "Park Reservation Procedures and Policy" attached as Exhibit A.


Section 2. **Effective Date.** This Resolution is effective upon adoption.

INTRODUCED, READ AND ADOPTED AT A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF CASTLE PINES by a vote of 4 in favor and 0 against this 22nd day of April, 2014.


Jeffrey T. Huff, Mayor

ATTEST:

APPROVED AS TO FORM:


Diane Spomer, CMC, City Clerk


Linda C. Michow, City Attorney

PARK RESERVATION PROCEDURES AND POLICY



CITY OF CASTLE PINES, COLORADO:

RESERVATION PROCEDURES AND POLICIES

The City of Castle Pines coordinates reservations for use of certain fields and facilities within Elk Ridge Park ("Park"). The following procedures apply to reserving the pavilions and turf field in Elk Ridge Park. All users of the Park are subject to the City's Park regulations set forth in Article 5, Chapter 11 of the Castle Pines Municipal Code, available on the City website at www.castlepinesgov.com

TURF FIELD RESERVATION POLICY

1. Turf field reservation use will be for:
Spring – March 15 through May 31
Summer – June 1 through August 5
Fall – August 6 through October 20
2. Reservations for the Fall season may be made beginning at midnight on June 15.
3. Reservations for the Spring/Summer season may be made beginning at midnight January 10.
4. Applications for turf field reservations must be filled out and submitted to the City Offices at 7501 Village Square Drive, Suite 100. Application forms can be obtained on the City website at www.castlepinesgov.com
5. All applications must include the following information:
 - Payment for hours of use
 - Planned sport or activity
 - Team or organization
 - Contact name (coach or league director)
 - Contact address
 - Contact phone
 - Contact email
 - Days of week and times (in 2 hour increments) requested.
 - Total number of players on team(s) and home addresses of participants
6. Turf field reservations will be available for use in two hour increments, from 9:00 am through 8:30 pm, Monday through Sunday.
7. For the Fall season, turf fields will be assigned the first week of August and play on turf fields will begin no earlier than August 6.

8. For the Spring/Summer season, turf fields will be assigned the first week of March and play on fields will begin no earlier than March 15.
9. Turf field assignments will be provided on a first come first served basis based on the date and time the completed application is received. Completed applications must include payment and a team roster showing the home address of each participant.
10. In the event of a scheduling conflict, preference and priority will be given to the team having the greater number of Castle Pines residents.
11. If a turf field assignment is made and the reservation is not utilized (with the exception for inclement weather), that team forfeits their right to utilize the fields for the remainder of that season. Turf fields must only be reserved for the dates and times needed by a team.
12. Any team reserving turf fields will be responsible for any damage (other than standard wear and tear) to the field as a result of their use. Any damage will be documented in writing by the City and documentation will be provided to the team for the team's prompt reimbursement to the City.
13. Turf Field Rental Fees:

Half Field	\$30 per 2 hour block
Full Field	\$60 per 2 hour block

PAVILION RESERVATION POLICY

1. The pavilion immediately adjacent to and west of the playground equipment does not require a reservation and is available to the public on a first-come first-served basis. The other park pavilions (pavilion #1, #2 or #3) are available for reserved use. Pavilions 1, 2 and 3 may be reserved year-round and are reserved on a first come first served basis based on the date the completed application is received by the City. In the event of a scheduling conflict, preference will be given to Castle Pines residents.
2. Applications for pavilion reservations, along with payment, must be filled out and submitted to the City Offices (7501 Village Square Drive, Suite 100). Application forms can be obtained on the City website at www.castlepinesgov.com.
3. Rental periods include both set-up and clean-up time, and are made for the arrival and departure time. Use beyond the reserved departure time may result in additional charges.
4. Pavilion Rental Fees:

Pavilion Size	Fee	Deposit
Small (pavilion #2 or #3)	Resident - \$25 per -2 hour block	\$100
	Non-Resident - \$50 per 2 hour block	\$100
Large (pavilion #1)	Resident - \$35 per 2 hour block	\$100
	Non-Resident - \$70 per 2 hour block	\$100

Rental fees and deposit must be paid in full at the time of application to the City. Deposits are refunded in whole upon inspection at the conclusion of the event where there is no damage found or clean-up required by City staff. The City shall return the deposit within thirty (30) days of the event. If damage occurs or there is garbage or trash requiring clean-up of the pavilion after the scheduled event, the City shall retain the deposit to cover the cost of repair and/or clean-up.

CANCELLATION POLICY

Cancellations must be received by the City in writing at least two (2) business days prior to the scheduled event. Any “no shows” or cancellations with less than two (2) business days prior written notice may result in forfeiture of the privilege to reserve the pavilions for a specified period of time determined by the City but in no event exceeding a one year period.

FACILITY USE AGREEMENT

Pursuant to Section 11-5-30 of the Municipal Code, a facility use agreement is required for teams or groups of 30 or more individuals. The facility use agreement form is available on the City’s website or at the City’s offices. Reservations are not considered confirmed until a completed application and signed facility use agreement are submitted, and any fees or deposits are paid.

PAYMENT METHOD

Cash, check or credit card. Checks must have a valid state driver’s license. A \$25.00 service charge will be imposed for all returned checks. Credit card payments will include a 3% convenience fee.