



## **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 pavilions and turf field in Elk Ridge Park. All users of the Park are subject to the City's Park rules and regulations.

#### **FIELD RESERVATION POLICY**

1. Field reservation use will be for:
  - Spring – March 15 through May 31
  - Summer – June 1 through August 5
  - Fall – August 5 through October 20
2. Reservations for the Spring/Summer season may be made beginning at midnight January 10th.
3. Reservations for the Fall season may be made beginning at midnight on June 15th.
4. Turf Field Rental Fees:
  - Full Field - \$40.00 per hour
  - Half Field - \$20.00 per hour
  - Non-Castle Pines resident players - \$10 per non-resident player per season
5. All applications must include the following information:
  - Team, League, or Organization Name
  - Sport or Event
  - Contact Name
  - Contact Address
  - Contact Phone Number
  - Contact Email Address
  - Number of Teams
  - Number of Participants
  - Season Start Date
  - Season End Date
  - Day of Week and Time of Day Requested
  - Complete Team Roster Containing Complete Address Of Each Player

6. An application is not considered complete until the following are received:
  - Completed City of Castle Pines Turf Field Application
  - Complete team roster: In the event that the roster is not complete, the Field Reservation Request Form can be turned in but leagues/teams cannot use the field until rosters are submitted and the permit fee has been paid.
  - Payment of all fees
7. Applications for field reservations must be filled out and submitted to the City Offices at 360 Village Square Lane, Suite B, Castle Pines, CO 80108. Application forms can be obtained on the City's website or [here](#).
8. After reservations are complete, invoices will be delivered to the contact listed on the application.
9. Field reservations will be available for use Monday through Sunday during park hours (dawn to dusk).
10. Field assignments will be provided on a first-come first-served basis, based on the date and time the completed application is received.
14. If a field assignment is made and the reservation is not utilized (with the exception of inclement weather), that team may forfeit its right to utilize the field for the remainder of that season. Fields must only be reserved for the dates and times needed by a team.
15. Any team reserving fields will be responsible for any damage (other than standard wear and tear) to the field as a result of the team's use. Any damage will be documented in writing by the City and documentation will be provided to the team for repair reimbursement. A team shall not be allowed to use a field unless it has made payment in full to the City for the cost of any necessary field repairs.

## **FACILITY USE AGREEMENT**

Pursuant to Ordinance No. 11-06, a facility use agreement is required for:

- Any group of 30 or more individuals, inclusive of any sports team, league
- Any organized sports group regardless of size

The application for use is available on the City's website at [www.castlepinesco.gov](http://www.castlepinesco.gov).

Reservations are not considered confirmed until a completed application and signed facility use agreement are submitted, and any fees or deposits are paid.

## **FIELD CANCELLATION POLICY**

With the exception of inclement weather, cancellations must be received in writing by the City a minimum of two (2) business days prior to the scheduled event in order to receive a refund. Any "no shows" or cancellations with less than two (2) business days prior written notice may result in forfeiture of the privilege to reserve field for a specified period of time determined by

the City but in no event exceeding a one-year period. You must contact the City on the day of the scheduled event to cancel due to inclement weather conditions.

## PAVILION RESERVATION POLICY

1. With the exception of the pavilion located between the playground equipment and the splash pad, the Park pavilions are available for reserved use. Pavilions may be reserved year-round and are reserved on a first-come first-served basis based on the date the completed application is received.
2. Applications for pavilion reservations must be completed and submitted to the City Offices (360 Village Square Lane, Suite B, Castle Pines, CO 80108). Application forms can be obtained on the City website at [www.castlepinesco.gov](http://www.castlepinesco.gov).
3. Rental periods include both the set-up and clean-up time. Use beyond the reserved arrival and departure time may result in additional charges.

### 4. Pavilion Rental Fees:

Pavilion Number	Pavilion Size	Hourly Fee	Deposit Amount
1	Large	Castle Pines Residents: \$20 per hour	\$100
1	Large	Non-Castle Pines Residents \$40 per hour	\$100
2	Small	Castle Pines Residents: \$15 per hour	\$100
2	Small	Non-Castle Pines Residents \$30 per hour	\$100
3	Small	Castle Pines Residents: \$15 per hour	\$100
3	Small	Non-Castle Pines Residents \$30 per hour	\$100

Each pavilion has an individual \$100 deposit requirement. Rental fees, along with the deposit, must be paid in full at the time of application to the City. The deposit must be paid in a separate check from the rental fees.

At the conclusion of the event, once it is determined there is no damage or clean-up required, deposit checks will be shredded. 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

With the exception of inclement weather, cancellations must be received in writing by the City a minimum of two (2) business days prior to the scheduled event in order to receive a refund. Any “no shows” or cancellations with less than two (2) business days prior written notice may result in forfeiture of fees and the privilege to reserve a pavilion for a specified period of time

determined by the City but in no event exceeding a one-year period. You must contact the City on the day of the scheduled event to cancel due to inclement weather conditions.

## **PAYMENT METHOD**

Cash, check or credit card may be used to pay for rental fees, but pavilion deposits must be paid by check. Checks must have a valid state driver's license. A \$25.00 service charge will be imposed for all returned checks. Checks should be made payable to: City of Castle Pines.

## **PARK RULES**

### **Hours of Operation: Dawn to Dusk**

- No weapons are permitted
- No glass containers are permitted
- No chalk is permitted
- No motor vehicles are permitted inside the park area
- No fires are permitted
- No camping is permitted
- No structures are permitted
- Dogs must be on a leash at all times
- Dogs are prohibited on the turf field
- Persons 21 years and older may consume fermented malt beverages or vinous alcohol (wine) at Elk Ridge Park during normal business hours
- A turf field permit is required for turf usage by any sports teams, leagues, other organized sports groups, or any group of 30 or more