

## Parks & Community Services Land Use Application Information

The City of Steamboat Springs requires user groups to apply for a permit when activities are proposed on City lands. Parks & Community Services has designed the program to help minimize impacts to parks, natural, agricultural, and cultural resources and preserve the quality of the visitor experience. You are required to submit the enclosed application for a permit at least 30 days before the requested use. If turned in less than 30 days out from you event/activity, there is no guarantee that the permit will be issued in time for the planned use. If you plan to use a City park, shelter or facility, you will need to make a reservation (i.e. Olympian Hall).

There are two types of permits:

- Commercial Use – For non-profit and for-profit groups that charge a fee or raise funds
- Special Use – For non-commercial group activities

### 1. Commercial Use Permit

A Commercial Use Permit is required for commercial operators, including for-profits and non-profits, conducting group activities on Parks & Community Services lands regardless of group size. Some examples include: races, instruction on climbing, environmental education, dog walking and training, summer camps, biking classes, fitness classes and commercial filming.

Commercial Use Permits will be required for:

- Any activity that requires a fee (a fee can be a charge, purchase of goods or services, or a required donation for a service or as a condition of participation)
- Any activity to raise funds while using Parks & Community Services lands

### **Commercial Annual and/or One-Time Use Permit Types**

Annual/One-Time Use Permits will be issued to operators with the potential for year-round visitation or one time use of Parks & Community Services lands, trailheads, parking areas, shelters or picnic areas. All permit holders must turn in participation numbers either at the end of the event or the end of the year. Please record details of each event and trip as they occur throughout the year to ensure accurate reporting.

**Cost:** \$300 for for-profit organizations; \$150 for non-profit or governmental organizations  
Approved use of City trails will be subject to a **\$3/bike/runner/walker trail impact fee**  
Approved use of City parks will be subject to a **\$20/hour use fee up to \$160**

**Trail use fees and participant numbers are due within two weeks after an event. Failure to turn in results in a timely manner could jeopardize the ability to obtain a permit in the future.**

All permits requiring more than eight (8) hours of staff time are subject to an additional fee of \$30 per hour.

### 2. Special Use Permits

A Special Use Permit is required for non-commercial group activities on Parks & Community Services lands. Some examples include group hikes, rides or picnics.

**Cost:** Approved use of City park facilities will be subject to a **\$20/hour use fee up to \$160 per day**

**Parks & Community Services Land Use Application Information (Continued)**

If you are planning any organized gathering of people for any purpose which requires two or more of the following:

1. Exclusive use of any City facility or property
2. Application for any City permit or license (i.e. liquor license)
3. Fire, police, transit, or other City services other than those services which are routinely provided by the City

You must contact the City Clerk's Office at 970-871-8248 to obtain the proper paperwork for a Special Activity Permit. Otherwise, file the enclosed application with the Parks & Community Services Office at least 30 days in advance of the event.

Your event must comply with all applicable City Ordinances and Regulations.

**YOUR APPLICATION MUST INCLUDE THE FOLLOWING ITEMS:**

- A. **Land Use Permit Application:** List a primary and secondary contact person; with an additional list of emergency contacts, preferably with cell phone numbers. Incomplete applications will be returned.
- B. **Detailed sketch of the proposed trails or areas to be utilized:** You must include all applicable items such as boundaries, fencing, signage, parking locations, emergency access, adequate signage, detours necessary, etc. If your event is on Emerald Mountain, only trails identified on the Emerald Mountain Trail Network Map may be utilized as a proposed course.
- C. **Narrative:** Please provide a brief narrative of your event/activity. Include as many details as possible.
- D. **Insurance Requirement:** Attach a Certificate of Liability Insurance, or proof thereof, for \$1,000,000.00 of general liability coverage with the City of Steamboat Springs listed as an additional insured if your event/activity is open to the public (or not by invitation only) and alcohol is served. This may be faxed to 970-870-0173. Please do **not** state that a copy of insurance is on file with the City, you must supply this document with every Land Use Application.

For questions, please contact Emily Hines at 970-871-7031 or ehines@steamboatsprings.net.

**Parks & Community Services Land Use Application**

Today's Date: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

What type of permit are you applying for?	Commercial Use	Special Use
---	----------------	-------------

Are you a non-profit? Yes No      Is this a non-profit event/activity? Yes No

Is there a fee to participants? Yes No      Is there a fee for spectators? Yes No

Will alcohol be sold or distributed at your event? Yes No  
 If yes, you must contact the City Clerk's office at 970-871-8248

Will food or concession items be sold or distributed to the public? Yes No

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Additional contact person, if different than above:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Specific location of event/areas to be used: \_\_\_\_\_

Description/purpose of event/activity: \_\_\_\_\_

Are participants using motorized or non-motorized vehicles? Yes No If yes what kind: \_\_\_\_\_

Expected # of participants: \_\_\_\_\_ and # of spectators: \_\_\_\_\_

Exact time and date event/activity preparation will begin: \_\_\_\_\_

Exact time and date event/activity will begin: \_\_\_\_\_

Exact time and date event/activity will end: \_\_\_\_\_



**Parks & Community Services Land Use Agreement**

**In consideration of use of \_\_\_\_\_, property of the City of Steamboat Springs, the undersigned hereby agrees to the following:**

Please complete and submit with payment & insurance certificate to address on page (7) Attn: Emily Hines.

The City of Steamboat Springs enters into this agreement with: \_\_\_\_\_  
in consideration of being issued a Commercial Use Permit or a Special Use Permit for the use of City lands.  
The undersigned hereby agrees to the following:

I. Representatives must carry a copy of their permit with them and make copies for anyone who oversees the permitted use.

\_\_\_\_\_ (Initial)

II. Undersigned agrees that, in the event of any damage, loss, or injury to the facilities or to any property or equipment therein, the City of Steamboat Springs may deduct from the damage deposit the full amount of such damage, loss, or injury. Applicant further agrees that, if such damage, loss, or injury exceeds the amount of the damage deposit or the damage deposit has been waived, Applicant will promptly reimburse the City of Steamboat Springs for all costs associated therewith upon billing by the City of Steamboat Springs.

\_\_\_\_\_ (Initial)

III. In consideration for being permitted to use the facilities, undersigned, on behalf of itself, and its officers, employees, members, and invitees, hereby expressly exempts and releases the City of Steamboat Springs, its officers, employees, insurers, and self-insurance pool, from and against all liability, claims, and demands, on account of injury, loss, or damage, including without limitation claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, or death, that Applicant may incur as a result of such use, whether any such liability, claims, and demands result from the act, omission, negligence, or other fault on the part of the City of Steamboat Springs, its officers, or its employees, or from any other cause whatsoever.

\_\_\_\_\_ (Initial)

IV. If the undersigned represents a Non-Profit Organization, the serving of alcoholic beverages must be pre-approved via a Special Events Permit that will take up to 45 days to obtain. Contact the City Clerk's office at 970-871-8248.

\_\_\_\_\_ (Initial)

V. If the undersigned represents a Private Party or For-Profit Organization, the serving of alcoholic beverages is allowed if the event is invitation only and no money is involved (no cash bars and the cost of the alcohol cannot be hidden in an entry fee). Contact the City Clerk's office at 970-871-8248 and undersigned will receive written approval/rejection from the City Clerk's office via mail.

\_\_\_\_\_ (Initial)

VI. Your group size cannot exceed what has been approved by Parks & Community Services (P&CS)

\_\_\_\_\_ (Initial)

VII. The undersigned is responsible for communicating Leave No Trace principles and permit terms and conditions to all participants. Please mitigate on-trail conflict, unpleasant, or irritating situations by breaking

into groups with 16 or fewer participants upon entering P&CS lands, and by practicing good trail etiquette including yielding to others while staying on the trail and not stepping on vegetation.

\_\_\_\_\_ (Initial)

VIII. If you will be selling any items (tangible personal property); you must comply with Chapter 12 LICENSES, PERMITS AND MISCELLANEOUS BUSINESS REGULATIONS, ARTICLE II. SOLICITORS AND PEDDLERS of the Municipal Code found on our website at [www.steamboatsprings.net](http://www.steamboatsprings.net) under Departments and City Clerk.

\_\_\_\_\_ (Initial)

IX. In the event of mechanical failure, rain or snow within 48 hours of your permitted use, trail conditions or unforeseen occurrences that may cause damage to trails or render the fulfillment of this agreement by the City of Steamboat Springs impossible or impractical, this agreement may be immediately suspended, revoked, modified, or terminated at the City's option and the undersigned waives any claim for damage or compensation should this agreement be terminated.

\_\_\_\_\_ (Initial)

X. Permits do not grant permission to enter or conduct activities in areas that are permanently or temporarily restricted or closed. You are responsible for knowing when and where closures apply.

\_\_\_\_\_ (Initial)

XI. All trail users must remain on designated trails that are open.

\_\_\_\_\_ (Initial)

XII. All dogs must be on a maximum 6' hand-held leash. The pet owner is responsible for disposing of dog waste properly.

\_\_\_\_\_ (Initial)

XIII. City facilities will generally remain available on a first-come first-served basis for all visitors. Permits do not grant exclusive use of the site, trails or of parking facilities. Carpooling and alternative transportation should be encouraged. Permittees shall ensure that the rights and privileges of other visitors are recognized and met. \_\_\_\_\_ (Initial)

XIV. No improvements or trail alterations of any kind, temporary or permanent, are authorized without written permission from P&CS. No building, sign, equipment, or other property, cultural site, historic structure, natural land feature, vegetation, or wildlife may be destroyed, defaced, removed, or disturbed.

\_\_\_\_\_ (Initial)

XV. A Certificate of Insurance, or proof thereof, for \$1,000,000 of general liability coverage with the City of Steamboat Springs as a named additional insured, shall be provided by the undersigned if event is open to the public (or not by invitation only) and alcohol is served. This may be faxed to 970-870-0173.

\_\_\_\_\_ (Initial)

XVI. If your group has 50 or more participants, you must comply with the parking, trash and toilet plan you provided.

\_\_\_\_\_ (Initial)

XVII. Request for cancellation of this agreement must be received two (2) weeks prior to reservation to receive a full refund, less a \$50 administration fee. A refund of 90% of the amount paid, less the \$50 administration fee will be made for cancellation due to weather if the City is notified immediately.

\_\_\_\_\_ (Initial)

XVIII. If selling or distributing food or concession items to the public you are required to contact Routt County Environmental Health at 970-879-0185.

\_\_\_\_\_ (Initial)

XIX. Restrooms are not available on open space properties, so please reduce your impact by using a restroom before entering these areas.

\_\_\_\_\_ (Initial)

XX. To guarantee your reservation, payment must be received within 30 days of booking date. Reservations made within 30 days of the date of use must be paid in full immediately.

\_\_\_\_\_ (Initial)

XXI. Pack out litter, including scraps, peels and fruit cores. Even biodegradable materials take years to break down and attract scavengers that harm other wildlife.

\_\_\_\_\_ (Initial)

XXII. Event signs may be put up two (2) days prior to your race/event and must be removed within two (2) days after the conclusion of your race/event. Additional fees of \$20/hour may be charged for staff clean-up.

\_\_\_\_\_ (Initial)

**XXIII. Number of participants will be turned in and payment for the trail impact fee will be paid within two (2) weeks of the completion of the event/race. If payment is not made in this time frame, the ability to hold future events/races may be in jeopardy. Trail Impact Fees are \$3/runner/biker/etc.**

\_\_\_\_\_ (Initial)

I have read the foregoing and the definitions and fee schedules attached hereto, and incorporated herein by this reference. I fully understand my rights and obligations in connection with use of reserved area.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Use Fee Amount Enclosed: \$\_\_\_\_\_ Credit Card Number for Damage Deposit \_\_\_\_\_

Insurance Certificate (please check one): Enclosed \_\_\_\_\_ Insurance company will fax \_\_\_\_\_

City of Steamboat Springs – Parks & Community Services  
P.O. Box 775088, Steamboat Springs, CO 80477  
Attn: Emily Hines  
ehines@steamboatsprings.net  
Phone: 970-871-7031 | Fax: 970-870-0173  
www.steamboatsprings.net

**\*\*Requests for cancellation of this agreement must be received 2 weeks prior to your event/activity to receive an application fee refund, less a \$50 administration fee\*\***