

Parks and Leisure Services

Facility Use / Event Guide



Facilities ● Rates ● Guidelines



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Thank you for your interest in El Paso County Parks and Leisure Services (EPCP).

The goal of our Facility Use / Event Guide is to provide you with definitive answers about our parks and how to make a reservation. It is our intention to make every visitor feel welcome and to provide the best possible service to you and those in attendance at your event.

 **To make a facility reservation, reserve a meeting room or get answers about our parks, please contact:**

Park Headquarters: 2002 Creek Crossing, Colorado Springs, CO 80906
Phone: (719) 520-PLAY (7529) Fax: (719) 520-6389
Office Hours: Monday through Thursday 8:00 am to 4:30 pm
Email Address: prkweb@elpasoco.com
Website: www.elpasoco.com/parks

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

Bear Creek Nature Center: 245 Bear Creek Road, Colorado Springs, CO 80906
Phone: (719) 520-6387
Office Hours: See page 5 for hours of operation

Fountain Creek Nature Center: 320 Pepper Grass Lane, Fountain, CO 80817
Phone: (719)-520-6745
Office Hours: See page 5 for hours of operation

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

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

County resolution, administrative decision or state law will supersede any and/or all parts of this guide. Hours of operation are subject to change based on County resolution and/or administrative decision.

El Paso County Reservable Facilities

Bear Creek Nature Center - 245 Bear Creek Road, Colorado Springs, CO 80906

The Bear Creek Nature Center features interpretive programs, special events, media presentations, outdoor recreation activities, group tours, and environmental education programs for schools. Numerous volunteer opportunities are also available. The center is open 9:00 am to 4:00 pm Tuesday through Saturday during the fall, winter and springs seasons. During the summer the center is open 9:00am to 4:00pm Tuesday through Saturday and Noon to 4:00pm on Sunday. The center is closed on holidays. The "Bear Den" Meeting Room may be reserved based on availability and planned programs. To receive more information about reserving the Bear Den or current programs and special events, please visit us on the web at www.elpasoco.com/parks or call (719) 520-6387.

Bear Creek Regional Park

Bear Creek Terrace - 21st Street & Argus Road, Colorado Springs, CO 80906

Bear Creek East - 21st Street & West Rio Grande, Colorado Springs, CO 80906

Each area of the park offers miles of trail, picnic pavilions, play fields, restrooms, playgrounds, sand volleyball courts and horseshoe pits. Basketball courts, tennis courts, an archery range and a vita course are available for use in Bear Creek Terrace and the community gardens are available in Bear Creek East.

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 Nature Center - 320 Pepper Grass Lane, Fountain, CO 80817

The Fountain Creek Nature Center features interpretive programs, special events, media presentations, outdoor recreation activities, group tours, and environmental education programs for schools year round. Numerous volunteer opportunities are available. The center is open Tuesday through Saturday throughout the year. Hours of operation are from 9:00am to 4:00pm. The center is closed on holidays. The Media Room may be reserved based on availability and planned programs. To receive more information about reserving the Media Room or current programs and special events, please visit us on the web at www.elpasoco.com/parks or call (719) 520-6745.

Fountain Creek Regional Park - 2010 Duckwood Road, CO Springs, CO 80817

The park is located amidst 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 80906

This park offers picnic pavilions, play fields, restrooms, two playgrounds, sand volleyball, horseshoe pits, Nordic Center 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 pond and creek in the central valley of the park attracts diverse wildlife. Enjoy 3.25 miles of trails, pavilions (available in 2008), playfield, playground, restrooms.

New Santa Fe Regional Trail - Between Palmer Lake the Air Force Academy

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 1200 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, CO 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.

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, and 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 from the second Tuesday in January through the last working day in October for March 15th through November 1st of the current calendar year. Please call us at (719) 520-PLAY (7529) if your event falls outside of these dates. The steps shown below are guidelines that will help ensure you have a successful event.

1. Please contact the Park Headquarters at (719) 520-PLAY (7529) to determine availability of the facility you wish to reserve. Facility information is listed below to assist you in determining which facility will best accommodate your needs. We recommend you review the location before making your reservation. All facilities are available on a first-come, first-served basis unless otherwise reserved.
2. Reserve the date and location with a Park Staff Member. Please be prepared with all necessary information regarding your event. You will be asked a series of questions to help Park Staff determine if your event is a Special Event. Reservations require a minimum of 2 weeks advance notice and are processed in the order they are received.
3. After confirming your reservation, you will receive a Park Permit with the date, time and location of your event. In order to secure the date(s) you requested, payment must be made at the time the reservation is made. Payment can be made by credit card, check or cash. Your reservation date is not confirmed until the Parks Department has received your payment and you have received your approved permit.
4. In order to verify your authorized use of a particular facility, please 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. Special Event information can be found on page 9.

Facility Information

Facility	Non-Profit Fees	* Commercial Fees
Archery Range	\$6/hr per lane	\$8/hr per lane
Creek Side Meeting Room	\$6/hr	\$9/hr
Field - Level 1 Bear Creek - Field 2 & 3 Fountain Creek - Field 1 & 2 Fox Run - Field 1	\$22/hr (2 hour minimum)	\$33/hr (2 hour minimum)
Field - Level 2 Fox Run - Field 2 & 3 Black Forest - Field 1	\$17/hr (2 hour minimum)	\$25/hr (2 hour minimum)
Gazebo at Fox Run	\$110/hr (2 hour minimum)	\$165/hr (2 hour minimum)
Pavilions	Small - \$28 per day Medium - \$94 per day Large - \$193 per day	Small - \$42/day Medium - \$141/day Large - \$290/day
Tennis Courts – No Lights	\$6/hr per court	\$8/hr per court
Tennis Courts – Lights	\$8/hr per court	\$12/hr per court
Trails	TBD	TBD
Vending	\$22/day per vendor	\$33/day per vendor
Warming Hut/Nordic Center	\$17/hr (2 hour minimum)	\$26/hr (2 hour minimum)

* 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.

Pavilion Information

Park	Pavilion No.	Size	Seats	Max. Capacity	No. of Tables	No. of Grills	Electrical	Park Facilities
Bear Creek Terrace	1	Large	150	175	24	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	Medium	60	70	9	2	Yes	
	3	Medium	50	60	7	2	Yes	
	6, 7, 8	Small	12	20	2	1	No	
Bear Creek East	4 & 5	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	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	Large	100	125	10	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	Medium	50	60	7	2	Yes	
	5 & 6	Small	12	20	2	1	No	
Fox Run "Oak Meadows"	1	Medium	50	60	7	3	Yes	Restrooms, trails, play fields, playground, sand volleyball court, horseshoe pit, picnic units, water at restrooms and pavilions. Pavilion #2 is not handicap accessible.
Fox Run "Oak Meadows"	2 & 3	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	Medium	50	60	7	2	Yes	Restrooms, trails, play fields, playground, picnic units, water at restrooms and pavilions.
Palmer Lake	1	Medium	50	60	7	2	No	Restroom, trails, playground, sand volleyball, horseshoe pit, picnic units, water at restroom.

Special Event Process

Special Event Permits are required for events which are arranged for a particular occasion or purpose surpassing the usual park activity, such as weddings, bounce room, or cross-country meet. Park pavilions, fields, trails or any combination thereof may be reserved with these permits. The Special Event Permit Process follows the Reservation Process with additional requirements listed below.

1. A Special Event Request Form must be submitted to EPCP for all Special Event Permits no later than 30 calendar days prior to the desired event date. This form can be found on the EPCP website or may be requested from a Park Staff Member. Submission of a Special Event Request does not guarantee approval and your Special Event Permit is not confirmed until all requirements are met.
2. An on-site meeting must be completed no later than 2 weeks prior to the event. During the on-site meeting any additional requirements will be agreed upon by all parties and inserted in the final permit.
3. All Special Events will be charged the regular reservation fee for the facility(s) being used (see chart on page 7) plus the respective Special Event Fee. The Special Event Fee is determined according to the following:
 - Number of attendees (this number needs to include participants and spectators)
 - Duration of event
 - Impacts of the proposed event on County facilities
 - Amount of processing time required by EPCP for the event
4. A damage deposit is required for all Special Events. Please see page 15 for more information.
5. All Special Events require a Certificate of Insurance. Please see page 16 for more information.
6. Special Event Permits that may require review and approval by the Parks Director include but are not limited to:
 - Events with more than 250 anticipated attendees
 - Events with recurring dates
 - Field reservations by organized sports leagues
 - Events with prior non-compliance
7. A Site Plan/Vicinity Map may be required for your Special Event.
8. Following the event the Administrative Technician may contact the applicable Parks staff and Special Event Holder to schedule an evaluation of the event to discuss successes, challenges and any other pertinent items. A determination will be made at that time if the damage deposit will be returned.

See the chart below for Special Event Fees and additional requirements:

Special Event Fee Schedule

Group Size	Non - Profit Fee	Commercial Fee	Damage Deposit	Dumpster	Portable Restrooms	On-Site Meeting	Parking Attendants
5-100	\$55	\$110	\$50	N/A	TBD	TBD	N/A
101-200	\$83	\$165	\$100	N/A	TBD	TBD	TBD
201-300	\$110	\$220	\$150	4cy dumpster	TBD	Required	TBD
301-500	\$138 - \$193	\$275 - \$385	\$300	2-8cy dumpster	Required - Quantity will be determined at on-site meeting	Required	Required - Quantity will be determined at on-site meeting
501-800	\$193 - \$358	\$385 - \$633	\$550	2-8cy dumpster	Required - Quantity will be determined at on-site meeting	Required	Required - Quantity will be determined at on-site meeting
801- 1000	\$358 - \$468	\$633 - \$798	\$800	3-8cy dumpster	Required - Quantity will be determined at on-site meeting	Required	Required - Quantity will be determined at on-site meeting
1001 and up	\$468 and up	\$798 and up	TBD	Required - Quantity will be determined at on-site meeting	Required - Quantity will be determined at on-site meeting	Required	Required - Quantity will be determined at on-site meeting
Soccer League	\$110	\$220	\$500	N/A	TBD	Required	TBD

Examples of Special Events and requirements

Field Weddings (Tents/Canopies)

- 🌳 Tents/canopies may only be set-up on designated multi-use fields. Field reservation time must include time for set-up and clean-up.
- 🌳 Event Holder is required to complete an on-site meeting with the designated Park Staff no later than 2 weeks prior to event for specific set-up instructions.
- 🌳 Stakes for securing tent must not be greater than 10" in length.
- 🌳 Tents, canopies, and temporary membrane structures over 2,400 square feet will require a permit from the Fire Prevention Office. In Colorado Springs contact (719) 385-5978 and in Fountain contact (719) 382-7800

Overnight Camping

- 🌳 Camping is restricted to the Fallen Timbers Trailhead Area at Fox Run Regional Park. 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.**
- 🌳 There are no existing fire grills at Fallen Timbers Trailhead Area. 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.** Any fires are subject to County Fire Marshall fire ban restrictions that may be in effect.

Dunk Tank/Bounce Room

- 🌳 A field or pavilion reservation is required with any dunk tank or bounce room permit. Location of equipment must be coordinated with the designated Park Supervisor.
- 🌳 Water to fill the dunk tank will not be provided by EPCP.
- 🌳 A generator is required with every bounce room and must be placed in the parking lot area designated by Park Staff during the on-site meeting to ensure that the location is safe for all park users.
- 🌳 Sandbags and ropes are required as stakes cannot be put into the cement or asphalt.
- 🌳 Event Holder is required to complete an on-site meeting with the designated Park Staff no later than 2 weeks prior to event for specific set-up instructions.
- 🌳 Only members or guests of the reserving party may use the dunk tank/bounce room.
- 🌳 Use of the dunk tank/bounce room must be supervised at all times.
- 🌳 The dunk tank/bounce room may be set-up only in a parking lot area designated during the on-site meeting with Park Staff.

- 🌳 For safety reasons, the dunk tank must be drained and removed from the park immediately upon conclusion of the activity. Dunk tanks must be drained carefully so as not to cause erosion or to excessively soak a particular area. If these areas are damaged by the Special Event, the damage deposit will be retained to cover repair costs.

Horse/Carriage Rides, Hay Riding & Equestrian Events, Cross Country & Walking/Racing Events & Bicycle Riding Events

- 🌳 Event Holder is required to complete an on-site meeting with the designated Park Staff no later than 2 weeks prior to event for specific set-up instructions.
- 🌳 Only the trails and/or roads designated for these types of activities will be available for use.
- 🌳 Only members or guests of the reserving party are permitted to participate.
- 🌳 Event Holder must post signs along the trail at least 2 weekends before the event informing other trail users of the event.
- 🌳 Grazing of animals is prohibited. All animal excrement and hay must be picked up and removed from the park.

Orienteering, Geocache & GPS Events

- 🌳 Event Holder is required to complete an on-site meeting with the designated Park Staff no later than 2 weeks prior to event for specific set-up instructions. Location of the route to be taken must be coordinated with the designated Park Supervisor.
- 🌳 Only the areas designated for these types of activities will be available for use.
- 🌳 Only members or guests of the reserving party are permitted to participate.
- 🌳 A geocache must not contain any inappropriate, offensive, or hazardous materials. The geocache will not be attached or buried, and no vegetation or natural features will be disturbed in any manner. The geocache must be checked at least once per month by the individual/ organization that placed it. Unauthorized geocache or geocache contents will be removed from the park property and disposed of. A copy of this permit must be placed inside the Geocache. The geocache shall be clearly marked as such on the exterior of the container.
- 🌳 Event Holder must post signs along the trail at least 2 weekends before the event informing other trail users of the event.

Video & Photography Shoots

- 🌳 Event Holder is required to complete an on-site meeting with the designated Park Staff no later than 2 weeks prior to event for specific set-up instructions. Location of these types of activities must be coordinated with the designated Park Supervisor.
- 🌳 Only members or guests of the reserving party are permitted to participate.

Dog Shows or Athletic Tournaments

- 🌳 Event Holder is required to complete an on-site meeting with the designated Park Staff no later than 2 weeks prior to event for specific set-up instructions. Location of these types of activities must be coordinated with the designated Park Supervisor.
- 🌳 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.
- 🌳 Only the fields designated for these types of activities will be available for use.
- 🌳 The drop-by fields may not be used for organized activities at any time.

Reserving an entire park

- 🌳 Event Holder is required to complete an on-site meeting with the designated Park Staff no later than 2 weeks prior to event for specific set-up instructions. Location of these types of activities must be coordinated with the designated Park Supervisor.
- 🌳 Only the park, trails and/or roads designated for these types of activities will be available for use.
- 🌳 Only members or guests of the reserving party are permitted to participate.
- 🌳 Event Holder must post signs in the trail, park or field at least 2 weekends before the event informing other park users of the event.
- 🌳 Non-reservable facilities may not be used any time during the event.
- 🌳 Event Holder may be required to reserve all facilities in the requested park.

General Use Guidelines

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

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. If the incident is regarding personal property damage, please contact El Paso County Sheriff Dispatch or EPCP Security Officer to file a report.

Alcohol/Illegal Substances

The consumption of alcohol or illegal substances is prohibited in any EPCP.

Athletic Field Use Procedure

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

A standard \$500 damage deposit will be required and must remain on file for 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 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 who wishes to sell food and/or beverages must obtain an approved vendor permit.

Cancellation of an Event

Reservation fees are non-refundable. Reservation payments will not be forfeited if event is rescheduled within 2 business days of the event to a different available date within same calendar year as original request. 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 1 revision to the permit at no charge as long as the revision is made at least 2 business days in advance of the reserved facility use. A twenty-five dollar (\$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 any 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 there are no damages. The deposit is due and payable by separate funds at least 10 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

EPCP allows Event Holders to decorate. All decorations must be completely removed at the end of the reservation. Decorations may not be secured to park signs, traffic signs, pavilion supports, trees or plants. Tacks, staples or nails may not be used.

Dogs/Horses

Dogs/Horses are welcomed at all of the EPCP, except on Nature Center Trails, as long as the animals are on a leash and under control at all times. For the enjoyment and safety of dogs, an off leash Dog Park is located at Bear Creek Regional Park. 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 usage may not exceed 15 amps. Please note that exceeding 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.

Feeding of Wildlife

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 10 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) may need 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 web-site at www.elpasoco.com/parks for the latest field information.

Field Reservation

Fields are available for reservation between March 15th and November 1st 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 no organized activity may be conducted on them.

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 held in the Parks may have outside food vendors or catering services. Please see Catering on page 14 or Vendor Guidelines on page 18 for more information.

Fundraising Events

Please call EPCP at (719) 520-PLAY (7529) for information on holding a Fund Raising 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 and any contracted security service in accordance with Colorado Revised Statutes 29-7-101.

Licenses, Taxes, Fees, and Permits

Special licenses and permits may be required for most 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. Please know that any and 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 borne and 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 maximum occupancy level exceeds the number of attendees (includes participants and spectators) specified on your permit by more than 20 people, 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, it is required that you have your permit with you at all times during your event.

Parking

Due to the limited number of parking spaces at each EPCP carpooling is encouraged for large events. 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 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 and are for educational, promotional, or documentation purposes only.

Restroom Facility Requirements

Restrooms facilities may only be 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 March 15th.

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. EPCP staff will attempt to inform each Event Holder of other events occurring on the same dates.

Soliciting

Soliciting is not allowed in any EPCP unless with an organized event. All solicitors are required to stay in their assigned area and may not encroach upon other solicitors or park users.

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. In rare cases EPCP will allow the Event Holder to move the tables after all necessary requirements are met. Please contact EPCP for more information.

Trash Removal

Any 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 park users.

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 shall 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

Weapons, firearms and fireworks are not allowed in any EPCP. Only Law enforcement officers, licensed security personnel and persons with a concealed carry permit are exempt from these requirements.

Wedding Guidelines

EPCP provides many settings for outdoor weddings and receptions. The areas include fields, pavilions and the Fox Run gazebo. Please use the following information as a guide when planning your outdoor wedding.

Fees for each location are listed on page 7 of this guide. Payment can be made by cash, check or credit card and must be received before a permit will be issued. If a damage deposit is required, it must be received at least 10 business days before the reservation date. There are additional requirements for groups of 200 or more.

A standard reservation permit is required for all weddings. If additional activities or equipment are desired a Special Event permit may be required. Weddings on fields require a Special Event permit. For more information see Special Event Requirements on page 9 of this booklet.

Rental charges are non-refundable. Rental payments will not be forfeited if event is rescheduled within 2 business days of the event to a different available date within same calendar year as original request. If event is not rescheduled at least 2 business days prior to event, the permit will be canceled 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 refund.

EPCP allows wedding parties to decorate. All decorations must be completely removed at the end of the reservation. Decorations may not be secured to park signs, traffic signs, pavilion supports, trees or plants. Tacks, staples or nails may not be used.

Any 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.

No alcohol or glass containers are allowed in any EPCP.

Soft acoustic music or portable stereos are allowed. Sound may not exceed beyond reserved area.

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.

Lighted candles are not allowed. Battery operated candles are permitted.

Birdseed is the only item approved for showering the couple.

The fountain at Fox Run must be on at all times. We do not have the ability to shut the fountain on and off at requested times.

We suggest looking at the location before making your reservation to insure the facility will work for your event.

