



Internal Use Amount Due: _____ Deposit: _____

**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 by Castle Pines residents. 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 (attached) be strictly followed.

1. Facility Requested (pavilion #1, pavilion #2, pavilion #3, park):

2. Name of USER:

3. USER'S address:

4. USER'S Telephone Number:

5. Names of USER'S Authorized REPRESENTATIVES(S) who will assist the USER in supervising the event:

 Telephone Number: _____

 Telephone Number: _____

6. 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:**

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.

9. DATE/TIME OF EVENT:

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

Print Name: _____

Signature: _____