



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 regulations adopted via Ordinance No. 11-06, a copy of which is available on the City website at www.castlepinesgov.com

FIELD RESERVATION POLICY

1. 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 2011 Fall season may be made beginning at midnight on June 15 through midnight July 15, 2011.
3. Reservations for the 2012 Spring/Summer season may be made beginning at midnight January 10 through midnight February 25, 2012.
4. Applications for field reservations must be filled out and submitted to the City Offices in person (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:
 - 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 1 hour increments) requested.
 - Total number of players on team(s) and number of players that are residents of the City of Castle Pines.

6. Field reservations will be available for use hourly, from 9:30 am through 8:30 pm, Monday through Sunday.
7. For the 2011 Fall season, fields will be assigned the first week of August and play on fields will begin no earlier than August 15, 2011.
8. For the 2012 Spring/Summer season, fields will be assigned the first week of March and play on fields will begin no earlier than March 15, 2012.
9. Field assignments will be provided on a first come first served basis based on the date the completed application is received, subject to resident preference set forth in Section 10 below.
10. Preference and priority will be given to City of Castle Pines teams. "Castle Pines teams" will be defined as any group with a player registration of at least 70% of players currently residing in the City of Castle Pines. Number of players on team and number of those residing in Castle Pines will be included on application form.
11. If a 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. Fields must only be reserved for the dates and times needed by a team.
12. Any team reserving 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 repair reimbursement.

PAVILION RESERVATION POLICY

1. With the exception of the pavilion immediately adjacent to and west of the playground equipment, the Park pavilions are available for reserved use by Castle Pines residents. 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, subject to resident preference set forth in Section 2 below.
2. Applications for pavilion reservations must be filled out and submitted to the City Offices in person (7501 Village Square Drive, Suite 100). Application forms can be obtained on the City website at www.castlepinesgov.com.
3. Times for reserved use of the pavilions are:

8 a.m. – 12 p.m.

12:01 p.m. – 4 p.m.

4:01 p.m. – 8 p.m.

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	\$25 per 4 hour block	\$100
Large	\$50 per 4 hour block	\$100

Rental fees 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 Manager 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 pavilions or field for a specified period of time determined by the City Manager but in no event exceeding a one year period.

FACILITY USE AGREEMENT

Pursuant to Ordinance No. 11-06, a facility use agreement is required for teams or groups of 30 or more individuals. The form of facility use agreement 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 or check only. Checks must have a valid state driver’s license. A \$25.00 service charge will be imposed for all returned checks.