



City of Victor, Colorado

Facility Use and Special Events Policy

Adopted: May 30, 2013
Amended:

OVERVIEW

The City of Victor coordinates and issues permits for the use of City-owned facilities and parks to organizations and the general public for worthwhile cultural, social and recreational activities and programs. The purpose of this policy is to outline City procedures, fees for use and priority for the permitted use of all such properties. It is imperative that all Facility Users abide by the policies and procedures set forth in this policy. Any misuse of the facilities may prevent future use by the applicant of any City facility. Use of facilities by any organization shall comply with federal, state and local laws and regulations, including licensing requirements. The City Administrator and/or City Clerk will make interpretation of language in this policy. The intent of this policy is to show fair and consistent administration of the rules, regulations and guidelines for use of the City's public facilities and parks. Certain situations may require flexibility to accommodate citizens' needs or emergencies. Council gives authority to the City Administrator and/or City Clerk to apply discretion as long as the intent of these policies is upheld. An appeal to any administrative decision may be submitted to Council in writing with justification within ten (10) working days from the decision. All decisions of Council are final.

DEFINITION OF TERMS

Commercial Status: Any activity organized or engaged in primarily for commercial and profit-oriented purposes, and includes but is not limited to commercial advertising, vending and commercial solicitation.

Non-profit Status: To qualify as a Non-Profit user, the organization must be registered as a not-for-profit corporation with the State of Colorado.

Resident Status: Resident status is defined as a person who has lived within City boundaries for at least thirty (30) days. City of Victor residents may need to show verification with a driver's license, utility bill or any other means that proves residency.

Special Event: A temporary event, gathering or organized activity, festival or show, including but not limited to parades, bike races, marathons, fireworks displays, concerts, carnivals, vendor and craft shows, and other types of races and festivals, First Amendment Events, and seasonal special events.

Vendor: A vendor is described as any individual or business which does not have a current Victor business license, but who plans to do business by offering products or services within Victor for monetary exchange.

Youth Status: Youth status is defined as persons 17 years of age and younger.

PERMIT REQUIRED

A permit is required for the conduct of any special event held in or on any property under the control of the City; or, for the reserved or "exclusive" use of any City facility, park or building.

HOURS OF USE

Unless otherwise posted, City parks and facilities are open during hours established by City Staff and may be included as a condition of any permit for use issued by the City.

CONDUCT

Individuals and groups using City property shall conduct activities that are orderly and lawful, not of a nature to incite others to disorder and shall not restrict persons because of race, religion, sex, sexual orientation, creed, age or national origin.

Children must be monitored at all times. An adult chaperone for every seven (7) youth participants is required.

In an effort to preserve and protect the beauty of City grounds, no person shall injure, deface or disturb any part of any City facility, nor any of the landscaping or furniture/fixtures. Persons shall remove all waste from the facility. No glass containers are permitted in park areas. Fires are permitted only in receptacles provided for such purpose or in gas-fired bar-b-que grills. Facilities shall be returned to the condition in which they were found.

LIST OF CITY-OWNED FACILITIES AND PROPERTIES

A list of properties generally available for special events or activities is attached hereto as Exhibit A. The list may not be inclusive and may be amended from time-to-time.

PRIORITY USE

Priority use of facilities shall be allocated in the following order (#1 being the highest priority):

- Group 1: City sponsored or co-sponsored events or activities
- Group 2: Non-profit organizations/community functions
- Group 3: Victor residents' private functions
- Group 4: Commercial or for-profit businesses and all other persons or organizations

USE OF FACILITIES BY COMMERCIAL INTERESTS

Use of facilities by commercial interests or by private individuals for the sale, advertising or exhibit of commercial products or services is prohibited, except as specifically authorized by the City.

EXCLUSIVE USE

A permit is required for an individual or group wishing to have exclusive use of a City facility for a specified period of time. City facilities are usually open to the public on a first-come, first served basis. If a park or facility which is normally open to unrestricted public access, is reserved exclusively for a special event, the applicant must provide appropriate public notice of that use, including times the facility is not available to the public. **Notice, on a form provided by the City Clerk, must be posted 10 days prior to the reservation date and shall include the name of the event and the times the facility is unavailable to the public.** This posting is the responsibility of the applicant.

PROCESS FOR OBTAINING PERMITS

Applicants must sign and return the following forms, along with any other forms or fees required by the application, to the City Clerk at least ten (10) days prior to proposed date of use:

1. Facility/Property Use Rules and Regulations
2. Facility Use/Special Events Application and Fee

In addition, a Proof of Insurance certificate must be submitted, if required, prior to a permit being issued by the City.

Submission of the above items does not constitute approval. Approval is final after fees are paid AND the issuance of the permit. Every effort will be made to accommodate all Facility User requests in a timely manner.

LIABILITY INSURANCE REQUIREMENTS

Applicants shall secure and maintain throughout the period of use contemplated under this agreement, general liability insurance with policy limits of not less than \$1,000,000 per occurrence. The City of Victor, its elected and appointed officials, officers, agents and employees shall be named as additional insured by endorsement. Such policy or policies of insurance shall further provide that said insurance policies of applicant shall be primary over any insurance held by the CITY that may be applicable.

Applicants agree to hold the City of Victor harmless and free from any liability of any nature arising out of the use of City facilities, to include reimbursement of any legal costs and fees incurred in defense of such claims.

Residents of Victor using a facility for small, non-commercial family or community use may be granted an administrative waiver of the insurance requirement by the City Administrator and/or City Clerk. A request for a waiver of ANY REQUIRED INSURANCE may be submitted to the City Clerk for review. Some waivers may be referred to City Council for decision. A decision on a waiver of insurance may take up to six weeks for resolution. The City Administrator and/or City Clerk may require waivers of liability forms from participants of an event in lieu of insurance.

If a group or organization has no liability insurance, insurance may be available through the City's insurance carrier at the cost to the applicant. If a quote is desired on this insurance, please contact the City Administrator and/or City Clerk for forms and information. Coverage under this arrangement is not guaranteed.

ALCOHOL

In accordance with State law, alcohol may ONLY be served or consumed on City property under the authority of a Special Event Liquor Permit issued by the City Clerk, such permit only being available to bona-fide non-profit organizations. If a Special Event Liquor Permit is desired, please contact the City Clerk. Process of a Special Event Liquor Permit requires a minimum of six weeks.

SMOKING

Smoking is not permitted in ANY City owned building.

PERMIT CANCELLATION

Permits may be canceled and/or rescheduled by the City when necessary. Every effort will be made to reschedule. Refunds will be made to FACILITY USER as appropriate. The City of Victor may cancel use of City facilities for any of the following:

- City begins work involving any of the facilities.
- When the health and safety of participants are threatened due to impending conditions, including but not limited to, weather events, facility mechanical problems, dangerous conditions, etc.
- Non-adherence to this Policy, City ordinance or regulation or any federal or state law.

TRAFFIC AND PARKING

User groups must inform their participants and spectators to park in designated facility parking areas. No privately owned vehicles are allowed on parks or athletic fields without written permission on the permit issued by the City.

SANITATION FACILITIES

If it is determined that existing restroom and trash facilities are insufficient to support the event, a requirement for the placement of port-a-potties and/or dumpsters at the expense of the applicant, may be required.

VENDORS

All vendors are required to complete an Application for Vendor Permit and pay the current fee if they do not have a current City of Victor Business License. Collection of applications for vendor permits and fees may be completed by the event organizer by making arrangements with the City Clerk. All applications and fees collected under any arrangement must be submitted to the City within five working days following the last day of the event.

PUBLIC RIGHT-OF-WAY CLOSURES

Any event application requiring street closures within the City must be accompanied by an application including a map of the proposed closure, barricade plan and specific times of requested closure and reopening. Extensive closures may require barricading be provided and paid for by the applicant.

EQUIPMENT & FURNITURE

To keep City buildings and grounds in top condition for public use, equipment and furniture may not be removed from the building. Only those items located within the building and belonging to the City will be available for use. Should additional equipment or furniture be needed, applicant must make arrangements. Facility Users are responsible for set up and storage of furniture and equipment after use.

DECORATIONS

Decorations must be flame retardant. Facility User may not fasten decorations to walls, light fixtures, window coverings, windowpanes or fire sprinklers. Do not use tacks, nails, staples, scotch tape or other fastening method. Remove all decorations before leaving the building or grounds.

SECURITY

For the safety of guests as well as the security of the community, the City may require security staff be provided for the event. The expense of security will be the responsibility of the FACILITY USER.

REVIEW OF APPLICATION

Upon receipt of a properly completed application, together with all information in connection therewith, and the payment of all fees as required by the application, the City Administrator and/or City Clerk shall transmit copies of the application to each of the following City Departments: DREAM, Teller County Sheriff Events Coordinator, City Clerk, City Administrator, Public Works, Fire, and any other person or agency which is determined should properly review and comment on the application. The City may require a meeting between the Applicant and representatives of these departments to plan and prepare for the proposed event.

DENIAL OF APPLICATION

The City may deny an application if they find:

- The facility is not suitable for the type or event being proposed or the number of attendees anticipated,
- The proposed event or activity would present an unreasonable danger to the health or safety of the applicant, or other Facility Users, City employees or the public,
- Adequate parking facilities do not exist to accommodate the proposed event or activity,

- Adequate sanitary facilities do not exist and are not available to accommodate the proposed event or activity,
- The event or activity shall cause damage from destruction or overuse of the grounds, equipment, vegetation, buildings, fences or other amenities,
- The proposed event or activity would unreasonably disturb persons near the event property,
- The facility or grounds have been reserved for other use during the same time period, and/or
- The applicant has not tendered the required deposit fee, insurance certificate, required forms or any other document requested by the City.

ACCESS TO FACILITY

A key will be issued to the applicant one day prior to the event. Keys for weekend events **MUST** be picked up at the City Clerk's Office by noon on Friday before the scheduled event. Keys **MUST** be returned to the Clerk's Office on the morning following the event or the Monday morning following weekend events. Keys may be dropped in the mail slot of the City Clerk's Office after hours.

EXHIBIT A

FACILITIES, PRIORITY USE, FEES & WAIVERS

1. LIST OF CITY-OWNED FACILITIES AND PROPERTIES

The following is a list of properties generally available for special events or activities. The list may not be inclusive and may be amended from time-to-time.

- Community Center - VICCI
- Wallace Park
- Gold Bowl Athletic Field
- Washington Park (Kiddie Park)
- Old Landfill Site
- Brian's Park Ice Rink
- 3rd Street Parking Plaza
- Sunnyside Cemetery

2. PRIORITY USE

Priority use of facilities shall be allocated in the following order (#1 being the highest priority):

Group 1: City sponsored or co-sponsored events or activities

Group 2: Non-profit organizations/community functions

Group 3: Victor residents' private functions

Group 4: Commercial or for-profit businesses and all other persons or organizations

3. FEES

Daily fees for exclusive use shall be charged based on the previously defined User Groups. Fees may be reviewed periodically and changed from time-to-time by Council. Fees are due at the time of application.

In addition to these fees, all groups will provide a \$100 cleaning deposit that will be held and returned to the applicant if the facility is returned in good order. The cleaning fee may be waived in certain circumstances by the City Administrator and/or City Clerk. Any planned use of outdoor power, excluding existing lighting, may be available at a cost of \$25 per 3/day event.

No organization or individual may sponsor any other organization or person for the purpose of changing the classification or fee schedule.

There may be special circumstances in which a longer-term lease or rental is desired. The City will review each special circumstance and determine the appropriate fees and/or in-kind arrangement. Arrangements shall be detailed in the permit.

Facility	Group 1	Group 2	Group 3	Group 4
VICCI Center				
• Without kitchen	• \$0	• \$0	• \$50	• \$75
• With use of kitchen	• \$0	• \$50	• \$50	• \$125
Wallace Park	\$0	\$25	\$50	\$100
Gold Bowl Baseball & Soccer Field	\$0	\$25	\$50	\$100
Washington Park	\$0	\$25	\$50	\$100
Old Landfill Site	\$0	\$25	\$50	\$100
Brian's Park Ice Rink	\$0	\$25	\$50	\$100
3 rd Street Parking Plaza	\$0	\$25	\$50	\$100
Sunnyside Cemetery*	\$0	\$0	\$0	\$0

*Sunnyside Cemetery use is limited to walking tours only during daytime only within posted hours.

4. FEE PAYMENT

Payment of fees must accompany application. Cash, check or money order may be used for payment. Payment plans may be arranged for multiple-use date reservations. A maintenance fee may be required by the City to assist in the maintenance and/or repair of City facilities or properties.

5. FEE WAIVER REQUEST PROCEDURE

Applicants requesting a fee waiver for use of facilities must do so in writing to the City Clerk. The City Administrator and/or City Clerk have the authority to grant fee waivers under special circumstances for an event. Some requests may be recommended to City Council. The fee waiver process can take a minimum of 4-6 weeks.



CITY OF VICTOR
P. O. Box 86, Victor, CO 80860
719-689-2284

(Fees: See City of Victor Fine and Fee Schedule)

Name of Applicant _____ Resident Non-resident
(Person responsible for Event or Responsible Facility User)
 Organization: _____ Non-profit Commercial
 Non-profit Tax ID # _____
 Address: _____
 Home Phone: _____ Mobile: _____
 Fax No. _____ Email Address: _____

- Please circle the Group Number your event is best classified:
- Group 1: City sponsored or co-sponsored events or activities
 - Group 2: Non-profit organizations/community functions
 - Group 3: Victor residents' private functions
 - Group 4: Commercial or for-profit businesses and all other persons or organizations.

Facility Requested or Event Location: _____
 Description of Activity: _____
 Estimated Attendance: _____ Open to the Public? Yes No
 Food or Beverages Served? Yes No Alcohol Served/Sold? Yes No
 Requesting Street Closure? Yes No Music to be Played? Yes No

Day of Week (Mon-Sun)	Date(s)	Start time (inc. set up)	End Time (inc. clean up)

I verify that the information on this Application is correct. I have read the Facility Use & Special Events Policy and agree to work closely with City staff in the scheduling and planning of this event.

Applicant Signature: _____ Date: _____

**CITY OF VICTOR
FACILITY USE RULES AND REGULATIONS**

It is the responsibility of the Responsible Party listed as the Permittee to enforce the rules and regulations regarding the conduct of the group while on permitted facilities. **These rules include but are not limited to:**

- Use begins and ends at the times stated on the permit, including set-up and clean-up. Groups are not permitted in the facility or on the grounds prior to the start time on the permit and are required to have the facility or grounds clean, picked up and off the premises by the permitted event end time.
- Parking is allowed in designated or public areas only. Please be courteous of neighboring properties.
- Alcoholic beverages are not allowed on City properties. Exceptions may be granted if groups obtain proper authorization from the City.
- Selling of food or other items is not allowed without City approval and may require a vendor's permit and the collection of sales taxes. Approval of this type of activity will need to be noted on the applicant's permit.
- Amplified sound is not allowed on any outdoor property without City approval and will be noted on your permit. Applicant may be required to secure support from adjacent/nearby residential or commercial properties should it be deemed a potential impact.
- Permanent banners may not be posted without City approval and will be noted on the permit.
- Balls, hockey pucks and any other equipment thrown, batted, kicked or otherwise landing on private property must not be retrieved without the property owner's permission.
- At the conclusion of the event or activity each user group is responsible for picking up trash and debris and depositing it into the proper trash bins or removing it from the facility or grounds. The grounds and any adjoining areas affected by the use must be picked up and cleared of all trash. The removal of dumpsters and port-a-potties must immediately follow the event.
- Motorized vehicles are restricted to hard or gravel surfaces in any park.
- Failure to adhere to any of these rules or City ordinances or regulations may result in the retention of a portion or all of the deposit and/or result in cancellation of current and/or prohibition of future use.

I have read and agree to abide by the City of Victor's Facility Use & Special Events Policy, Rules and Regulations and the Facility Use & Special Events Permit. I understand I am responsible for my own actions and the actions of the parties represented as a result of this permit. I agree to indemnify and hold harmless the CITY and its officers, insurers, volunteers, representatives, agents, employees, heirs and assigns from and against all claims, liability, damages, losses, expenses and demands, including attorney fees, on account of injury, loss, or damage, including without limitation claims arising from bodily injury, personal injury, sickness, disease, death, property loss or damage, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with this Agreement if such injury, loss, or damage is caused in whole or in part by, the act, omission, error, professional error, mistake, negligence, or other fault of the Applicant, or any guest of the Applicant.

Applicant Name: _____ Title: _____
(Person responsible for Event or Responsible Permittee)

Signature: _____ Date: _____



Application For Traffic Permit For Use Or Closure Of City Row

CITY OF VICTOR
P. O. Box 86, Victor, CO 80860
719-689-2284

Applicant Name: _____

Address: _____

Phone: _____ Email: _____

Type of Closure Requested:
[] Street
[] Sidewalk
[] Public Right-of-Way

Reason for permit request (type of event): _____

Dates/Times Requesting Use of Public Right-of-way or Closure: _____

Draw a traffic control plan diagram below or on the reverse side of this application:

Do you require traffic control signs, cones or barricades from Public Works? _____

Do you need assistance with your traffic control plan? [] Yes [] No

It is unlawful to block, close or use streets, sidewalks or public ROW's without an approved permit and traffic control plan.

Reviewed by: [] Public Works [] Law Enforcement [] Fire Department

Request is: [] Approved [] Denied: Reason _____

City Clerk or City Administrator

Date