



Town of Superior  
**Parks, Recreation and Open Space**  
**Park, Shelter & Pool Permit Application**

Town Hall ▪ 124 E. Coal Creek Drive ▪ Superior, CO 80027  
 303-499-3675 ▪ www.superiorcolorado.gov

**Contact Information**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Date \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Organization / Company Name \_\_\_\_\_  
 Best Phone Number to be Reached at \_\_\_\_\_  Home  Cell  Work  
 Alternate Phone Number \_\_\_\_\_  Home  Cell  Work  
 Email \_\_\_\_\_

**Event Information**

Description of Event \_\_\_\_\_ Estimated Attendance \_\_\_\_\_  
 Dates (MM/DD/YY) \_\_\_\_\_ Days  Su  M  T  W  R  F  S  
 Time Range \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm  
 Equipment you would like to bring (Bounce house, Tent, Table, Chairs, Etc.): \_\_\_\_\_

**Requested Location(s): please check applicable**

Parks (Fees per hour)	Resident	Non-Resident
Purple Park		
<input type="checkbox"/> Upper	\$10	\$30
<input type="checkbox"/> Lower	\$10	\$30
<input type="checkbox"/> Volleyball Court	\$10	\$30
<input type="checkbox"/> Asti Park Picnic Area	\$10	\$30

<input type="checkbox"/> Founders Park	Resident	Non-resident
Founders Park Pavilion 11a-2p or 3-6p (Sat Only)	\$40	\$120

Shelters (Fees per hour)	Resident	Non-Resident
<input type="checkbox"/> Community Park Shelter	\$10	\$30
<input type="checkbox"/> Purple Park Shelter (East)	\$40	\$120
<input type="checkbox"/> Purple Park Shelter (West)	\$20	\$60
<input type="checkbox"/> Wildflower Shelter (East)	\$20	\$60
<input type="checkbox"/> Wildflower Shelter (West)	\$40	\$120
<input type="checkbox"/> S. Pool Park Shelter	\$10	\$30
Daytime Pool Rental (Fees per hour)		
<input type="checkbox"/> North (10-20/21-35/36-50 people)	\$20/30/40	N/A
<input type="checkbox"/> South (10-20/21-35/36-50 people)	\$20/30/40	N/A
<input type="checkbox"/> Evening Pool Rental	Contact PROS Office for Pricing	

**PLEASE NOTE:**

- **No vehicles on the grass.** Motorized vehicles are not allowed beyond parking areas (including vehicles used for unloading or loading supplies and equipment). Exceptions are rare and require prior written approval by the Parks and Recreation Dept.
- **No staking equipment into the grass.** Sandbags may be used to hold equipment in place.
- **Please bring additional trash bags to accommodate waste,** if a large number of attendees is expected. Please leave the full bags next to the permanent trash bins for pick-up.
- **A liquor permit is required to serve alcohol on any Town of Superior property.** Application and fees for liquor permits must be submitted to the Town Clerk a minimum of 30 days prior to your event.

**Daytime Pool Parties**

Parties consisting of 10 or more non-family members gathering in an organized group are responsible for making a pool party reservation. Fees are charged to reserve the facility for the event, and do not cover the daytime entry fees of any non-resident of the Town. One(+) Lifeguard and two tables shall be reserved for the party guests. Non-residents of the group shall be charged the applicable guest fees separate from any reservation fees, and may not enter the facility without the accompaniment of a resident.  
**Please Note: Pool reservations during normal operating hours are non-exclusive. User groups will be expected to share the pool area with the rest of the public.**

# Facility Use Permit Agreement

## Allocation of Use Permits

1. Park/Shelter rentals will be available to reserve from May 1 – October 31. Park facilities may be used on a first-come, first-serve basis from November-April.
  - **April 1st: Park/Shelter permits will be available online**
2. The Town reserves the right to increase or decrease the number of permits or time of use based on changes in need, availability of fields due to condition, maintenance, priority scheduling, abusive use and/or failure to use assigned fields, failure to pay fees and failure to pay fees in a timely manner. Facilities will be designated “unusable” for 30 minutes between reservations to give Town Staff time to inspect and prepare the facility for the next user group.
3. Space accommodations for concessions are available at Community Park. All concessions must be pre-approved on the permit application.
4. Special events that include more than 200 participants at any one time may be subject to review and additional requirements. Portable toilets may be requested at user expense. The contact person or designee is responsible for providing traffic and medical plans. The impact of special events on fields and facilities are subject to annual review to determine the number of special event permits that may be issued in the future.

## Cancellation/Refund/Transfer Policy

The Town reserves the right to cancel use of a park, facility or pool reservation due to needed maintenance, facility conditions, or inclement weather. The Town will make every attempt to arrange maintenance operations around scheduled reservations. If unavoidable, the user group will be credited for any canceled time.

1. If the facility is closed by the Town, or a permittee cancels their reservation at least three business days before the start of the reservation, 100% of the fee will be refunded.
2. If inclement weather causes the permittee to request cancellation of the reservation, the PROS department staff must be notified within 24 hours following the reservation in order to refund 100% of the fees.
3. Fees for staff to complete field line and drag or any field prep before the notification of cancellation may not be refunded.
4. If a reservation is paid by cash or check, refunds will be made by check and mailed within 4 weeks of cancellation. If paid by credit card the credit card used will be credited.
5. A facility reservation change form must be completed and a fee of \$10 will be assessed for each occurrence of reservation changes.

## Weather Closure Rules & Regulations

1. The Parks, Recreation and Open Space Dept. will determine if the fields are playable due to weather or field conditions. Weather closures are not made before 3pm on weekdays and 8am on Saturdays and Sundays. Permittees should visit [www.superiorrec.com](http://www.superiorrec.com) after 3pm on weekdays and after 8am on Saturdays and Sundays for field closure information.
2. **No motorized vehicles are allowed on the fields at any time, and vehicles are not permitted to clear off snow.**
3. Permittees are not allowed on the fields once they have been closed due to weather or field conditions.
4. Any violation to these rules and regulations will result in a fine of \$500, and additional fines will be charged for damages. Continued violation will result in additional fees of the following: 2<sup>nd</sup> violation \$550 fine, 3<sup>rd</sup> violation \$600 fine. Three violations in a year will result in the revocation of the user’s privileges.

## Damage/Clean Up Deposit and Fees

A refundable \$200 damage deposit is due with the permit application, with the exception of user groups that have a current liability insurance. The contact person, by signing the Facility Use Permit, is responsible for any costs associated with damage to parks, facilities or pools. Any costs for damage to the facilities beyond \$200 will be assessed by the PROS Department and billed to the contact person for the user group. Facilities will be designated as “unusable” for 30 minutes between reservations to give Town Staff time to inspect and prepare the facility for the next user group.

## Waiver of Liability

I have read and fully agree with and accept all responsibility for the terms and conditions of this permit. I certify that all information provided in this Facility Use Permit agreement is true and complete. I understand that false information or omission there-of may result in the termination of this and any other Town of Superior Parks, Recreation and Open Space facility use agreements. I further certify that I have read, understand, will abide by, and will communicate to all individual users, all procedures rules, and regulations as stated herein.

Printed Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## Payment and Refund Information (FOR OFFICE USE ONLY)

Deposit Paid \$ \_\_\_\_\_ Reservation Fee \$ \_\_\_\_\_ Total Fees \$ \_\_\_\_\_ By Cash \_\_\_ Check # \_\_\_\_\_ Visa/MC XXXX\*\* \_\_\_\_\_  
Registration Initials \_\_\_\_\_ Date \_\_\_\_\_ Receipt Number \_\_\_\_\_

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Refund of \$ \_\_\_\_\_ By Visa/MC XXXX\*\* \_\_\_\_\_ or Finance \_\_\_\_\_ Receipt # \_\_\_\_\_ Refund Initials \_\_\_\_\_ Date \_\_\_\_\_