



Town of Superior
Parks, Recreation and Open Space
Park, Shelter & Pool Reservation 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 _____

Reservation Information

Description of Reservation _____ 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 Park Shelter (East)	\$20	\$60
<input type="checkbox"/> Wildflower Park Shelter (West)	\$40	\$120
<input type="checkbox"/> South Pool Park Shelter	\$10	\$30
Daytime/Evening Pool Rental (Fees per hour)		
<input type="checkbox"/> North Daytime (10-20/21-35/36-50 people)	\$20/30/40	N/A
<input type="checkbox"/> South Daytime (10-20/21-35/36-50 people)	\$20/30/40	N/A
<input type="checkbox"/> North Evening Rental (10-20/21-35/36-50/51-65/66-80/81-100 people)	\$40/50/60/70/80/90	N/A

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.

Pool Parties

Parties consisting of 10 or more non-family members gathering in an organized group at North or South Pool during normal operating hours are responsible for making a daytime pool party reservation at least 2 weeks in advance of the party date. Fees are charged to reserve the facility for the event, and do not cover the daytime entry fees of any non-residents 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. North Pool may be rented for evening pool parties by resident groups Friday through Sunday evenings, 8:00-10:00 pm. This time frame occurs after the pool closes to the public for the day. An evening pool party reservation must be made at least 3 weeks in advance of the party date. Parties must be out of the pool facility by 10:00 p.m.

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.

Park, Shelter & Pool Reservation Agreement

Allocation of Use Permits

1. Park/Shelter reservations are available to reserve online beginning April 1st for May - October. Park facilities may be used on a first come, first served basis from November - April.
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. Fees will be waived for Eldorado K-8 and Superior Elementary schools for reservation under 50 persons. Reservations over 50 will be charged the resident rate: Please note: A cleaning fee may apply.
4. A liquor permit is required to serve alcohol on any Town of Superior property. Application and fees must be submitted to the Town Clerk a minimum of 30 days prior to your reservation. Please contact: Phyllis Hardin, Town Clerk at phyllish@superiorcolorado.gov or call 303-499-3675 ext 112.
5. If you will have amplified music during your reservation, you will need to fill out an application. Please contact the PROS Department for this form at 303-499-3674.

Cancellation/Refund/Transfer Policy

The Town reserves the right to cancel use of a park, facility or pool 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 cancelled time.

- If the facility is closed by the Town, 100% of the fee will be refunded.
- Refunds will be reimbursed back in the form of original payment.
- If permit holder cancels their reservation at least three business days before the first reservation date, 100% of the fee will be refunded.
- If inclement weather causes the permit holder 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. Refunds may not be considered after 24 hours.
- Fees for staff to complete field line, drag or prep before the notification of cancellation may not be refunded.
- Any requests for changes to a reservation after the start of a reservation season may be charged a \$10 fee.

Weather Closure Rules and Regulations

1. The Department of Parks, Recreation and Open Space (PROS) will determine if the fields are playable due to weather and or field conditions. Weather closures are made after 3pm on weekdays and by 8am on Saturdays and Sundays. Please visit www.superiorrec.com for all weather/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. Permit holder is not allowed on to the fields once they have been closed due to weather and/or field conditions.
4. Any violation of 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: 2nd violation \$550 fine, 3rd violation \$600 fine. Three violations in a year will result in the revocation of the user's privileges.
5. Snow policies specific to Williams Field:
 - A. With prior approval from the recreation office, permit holder may be allowed to brush snow off of Williams Field with brooms only.
 - B. Williams field will be closed for all use with 4 inches or more of snow accumulation.
 - C. No snow shovels and or blades of any type are allowed to clear off snow.

Cleaning/Damage Fees

Town of Superior Parks, Recreation and Open Space Department has the right to charge a cleaning/damage fee if there is excessive cleaning or damage deeming this necessary. The contact person, by signing the Park, Shelter & Pool Permit, is responsible for any fees associated with damage to parks, facilities or pools. Any fees will be assessed by the PROS Department and billed to the contact person for the 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 _____

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