CHAPTER 3-6

REGULATIONS REGARDING USE OF CITY PARKS AND FACILITIES

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3-6-1: EVENTS USE PERMIT

(A) Persons and/or organizations requesting an Events Use Permit for City parks or facilities must apply in writing to the City Clerk. An Events Use Permit is required when the event is advertised to the public or more than 100 persons are expected to attend the event. The City Clerk is authorized to administer such permitting, subject to review and approval by the City Manager, and shall provide all requisite City permit application forms for submittal. (Res. 2005-32, 06-02-2005)

(B) The issuance of such Events Use Permit shall be in accordance with applicable provisions herein and applicable provisions regarding the private usage of public property set forth in Chapter 9-8 of the Official Code of the City of Montrose. Such Permits are revocable by the City.

(C) The fee for submittal of an Events Use Permit application shall be set in the fee schedule in the Montrose City Regulations Manual 3-1. Additionally, there shall be a deposit as set in the fee schedule in the Montrose City Regulations Manual 3-1, such deposit shall be returned to the applicant subsequent to the event and upon City determination that the event area is returned to the same condition as prior to the closure. For events involving street closures, only one security deposit shall be required. Fees shall apply to all applicants including non-profit groups and entities. (Res. 2005-32, 06-02-2005)

(D) The application shall be submitted no less than sixty (60) days in advance of the event. The sixty (60) day timeframe may be waived for good cause.
(Res. 2005-32, 06-02-2005)

(E) The applicant shall provide proof of a general liability insurance policy in a minimum coverage equal to that specified in the Colorado Revised Statutes §24-10-114 which names the City, its officers, agents and employees as additional insureds for claims arising out of the event. The City may, in its sole discretion, elect to provide insurance coverage for the event(s) through its own insurance policy for the actual cost of the insurance certificate which shall be added to the fee.

(F) Applicants shall also provide a detailed description of any vending or commercial activity occurring coincident with the event. Separate Vending Permits shall not be required for all such commercial activities so described, but vendors shall be subject to all other permitting requirements, including but not limited to sales tax licenses.

(G) Applicants requesting a Special Events Liquor License (beer only) in conjunction with an Events Use Permit shall also provide, prior to permitting, the following:

(1) A detailed plan setting forth proposed security for sale and consumption of alcohol;

(2) For events involving estimated participation of more than two hundred persons at any given time, an additional payment shall be required as set forth in the City of Montrose Regulations Manual 3-1 for cost of police officers to be present during scheduled event.

(H) All requests for long term or continuous usage of City parks or facilities shall be referred to Council, and may be subject to contract or lease arrangements with the City if approved.

3-6-2: PICNIC SHELTER USE PERMITS; PARK USE NOTICE

(A) Persons and/or organizations requesting temporary use of City park picnic shelters must apply in writing to the City Clerk for a Picnic Shelter Use Permit. The City Clerk is authorized to administer such permitting, subject to review and approval by the City Manager, and shall provide all requisite City permit application forms for submittal.

(B) The issuance of a Picnic Shelter Use Permit shall be in accordance with applicable provisions herein and applicable provisions regarding the private usage of public property set forth in Chapter 9-8 of the Official Code of the City of Montrose. Such Permits are revocable by the City.

(C) There is no fee for submittal of a Picnic Shelter Use Permit application. If power is required, there shall be an administrative fee as set by the fee schedule in the Montrose City Regulations Manual 3-1 to be paid with the Permit application.

(D) In conjunction with a Picnic Shelter Use Permit, an alcohol consumption permit (beer and wine only) may be obtained. This permit allows for possession and consumption only and does not allow for service or selling of alcohol. The permitted area will include the picnic shelter reserved (Rotary Park when school is not in session, La Raza Park and Riverbottom Park) and a 20-foot perimeter around the shelter. The fee for the permit is set by the fee schedule in the Montrose City Regulations Manual 3-1, with a deposit as set by the fee schedule in the Montrose City Regulations Manual 3-1. The permit is revocable by the City including, but not limited to, a police officer's discretion based on actions contributing to disorderly conduct or public nuisance. (Res. 2005-32, 06-02-2005)

(E) The Picnic Shelter Permit does not entitle to the permittee the exclusive use of other park facilities.

(F) Persons and/or organizations requesting temporary use of a City Park facility (other than a picnic shelter) are advised to provide the City Clerk with a Park Use Notice. Park Use Notice shall provide the City with notice of usage for maintenance scheduling only, and such permitted usage shall not be exclusive.

(G) The Notice shall be submitted in writing no less than thirty (30) days in advance of the event.

(H) Usage shall be in accordance with applicable rules and regulations, including park hours of operation and no consumption of alcohol, unless permitted.

3-6-3: MOBILE VENDOR PERMIT

(A) Mobile Vendors are only allowed in City Parks if there is an event licensed by the City, however the event holder must authorize the vendor.
(Res. 2005-31, 06-02-2005)

(B) Mobile Vendors are allowed on other City facilities by following the provisions in Section 3-5-5 of the Montrose City Regulations Manual.
(Res. 2005-31, 06-02-2005)

3-6-4: USE OF CENTENNIAL PLAZA

(A) An Events Use Permit is required for usage of Centennial Plaza (See Section 3-6-1), except for small groups not over twenty-five (25) in number and events not advertised to the general public. (Res. 2005-32, 06-02-2005)

(B) All events for Centennial Plaza shall conclude by 11:00 PM, and shall be limited to 400 persons at any one time.

(C) The City shall coordinate use of electricity, sound system, trash containers and barricades and use of public restrooms.

(D) Permittee shall provide a detailed description of any vending or commercial activity occurring coincident with the event.

3-6-5: USE OF LIONS COMMUNITY BUILDING

(A) The Lions Community Building may be subject to recurring event usage by permit if scheduling so allows. Recurring events shall require only one application.

(B) No liquor in any form shall be allowed in the Community Building. All events for the Lions Community Building shall conclude by 12:00 Midnight, and shall be limited to maximum capacity of persons as posted.

(C) Priority shall be afforded to established users of the facility, which established users are defined, for purposes of these provisions, to include those service organizations and groups which utilize the facility on a recurring basis and in accordance with the provisions herein, and have done so for the past year.

(D) All dances, weddings and similar social events within the Building must be sponsored by one of the established users of the facility.

(E) It shall be the responsibility of any party using the Lions Community Building to keep the premises clean, including the kitchen and restroom areas.

(F) All property such as tables and chairs that are not the property of the City must be brought and set up by the permittee and removed from the Building at the end of such event.

(G) Tables and chairs belonging to the City shall be set up for those established users as referenced above. Other users shall be responsible for their own setup and tear down accordingly.

(H) No party shall use the fireplace within the Community Building.

(I) All decorations shall be removed from the Building at the close of all meetings and events. Decorations shall not be hung with nails or tacks. All equipment and fixtures installed in the Building shall be owned by the City, and shall be left in place. The City shall not be responsible for any property left in the Building.

(L) The City reserves the right to refuse the use of the Lions Community Building to any club, organization, person or persons.

(M) Property within the Lions Community Building shall not be loaned out to any person or organization, unless approved by the City Clerk in writing.

(N) All doors shall be unlocked prior to the scheduled meetings and events and locked following each such event. The kitchen shall remain locked unless arrangements for usage thereof are made in advance, in accordance with the fee schedule as set forth herein.

(O) The City shall ensure that the Lions Community Building is properly maintained and cleaned on a regular basis, and subject to the scheduled and permitted usage thereof.

(P) Fees for use of the Lions Community Building shall be set in the fee schedule in the Montrose City Regulations Manual 3-1, unless otherwise adjusted by City Council for those clubs and organizations that have devoted time and resources into the betterment of the Building:

(1) A damage deposit shall be required, as set by the fee schedule in the Montrose City Regulations Manual 3-1, of any party seeking to use the Building, which deposit may be used to defray the costs of any damages to the premises occurring during the use or for additional clean-up costs. The deposit shall be timely returned to the permittee subject to these provisions. The City Council may elect to waive damage deposits for those established users referenced above.

3-6-6: USE OF ALL OTHER CITY PARKS AND FACILITIES

(A) Other City parks and facilities may be subject to an Events Use Permit, as determined on a case-by-case basis by the City Clerk, subject to review and approval by the City Manager.

(B) Applicable fees, deposits and other consideration shall likewise be established by the City Clerk, subject to review and approval by the City Manager.

(C) Special events shall not include commercial activities for-profit.

3-6-7: BUCKHORN LAKE LAND USE

As per the federal stipulation in the deed to the City of Montrose, Buckhorn Lakes and land is limited to strictly recreational use and purposes.

3-6-8: ENTERTAINMENT PERMIT

(A) A group or individual who wishes to use a City Park, right-of-way or other City Facility for entertainment purposes shall apply in writing to the City Clerk. The applicant shall provide a copy of general liability insurance as set forth in 3-6-3(E)(5) Montrose City Regulations Manual. (Res. 2005-32, 06-02-2005)