

## Park Shelter Rules & Guidelines

**Thank you for choosing one of Louisville parks for your enjoyment. To keep our parks looking their best and for user safety, please follow these rules and guidelines:**

**ALCOHOL USAGE** - Up to 5 hours of alcohol usage is allowed. Please note: Glass is prohibited in all parks. If the park shelter is not cleaned up after use, or if any damages occur, the renter will be assessed a fee. Park users intending to sell alcoholic beverages or collect donations will need to apply for a liquor license in the [City Clerk's Office](#). For more information, please call 303-335-4574.

**AMPLIFIED SOUND** - Use of amplified sound, such as a microphone, requires the approval of the Director of Parks and Recreation or his/her designee.

**ANIMALS** - All animals must be kept on a leash not to exceed fifteen feet in length, and under owner or handler's control.

- Please pick up after your animals.
- Horse riding or any other animal riding, carriage or buggy riding is prohibited without the written authorization of the Director of Parks and Recreation or his/her designee.

**BALLFIELD AND TENNIS COURT RESERVATIONS** - All ballfield and tennis court reservations are scheduled through Jesse DeGraw at the Louisville Recreation Center. Please call 303-335-4909 for more information.

**BARBEQUE GRILLS** - Parks do not have grills. However, users are permitted to use their own grills. Placement of a mat or cardboard underneath the grill is requested to protect the floor surface. Note: Depositing charcoal in the park trash receptacles is prohibited.

**FIREWORKS & FIRES** - Fireworks and fires, excepting grills, are prohibited.

**FOOD TRUCKS** - For approved Park Shelter Rentals, Food Truck(s) are permitted to operate at City park shelters providing service/catering for the group named on the rental permit only. (Sales to the general public are not authorized with the exception of Ice Cream Vendor Trucks.) Food Trucks are permitted to operate on rights-of-way and legal parking spaces next to the event.

**GROUP SIZE** - Groups with 25 or more persons must have a Park Shelter Rental receipt as required by Louisville Municipal Code, Section 14.16.010. [Online Park Shelter](#) rental reservations can be made at the Parks Division website or contact [Dru Tieben](#) at 303-335-4776.

The maximum number of people allowed for any park shelter rental is 250 with the exception of Memory Square Park which allows up to 100 people maximum. For groups exceeding 150, an additional charge of \$100 is assessed and a [Parks Usage Permit Application](#) is required in addition to the standard Shelter Rental application and sent to [Dru Tieben](#). **Exception:** For group sizes of 100-250 at the Community Park shelter, the rental fee is \$210 for 4 hours (and \$50 each additional hour) for Louisville residents; \$260 for 4 hours (and \$65 each additional hour) for non-residents. A group size >250 is classified as a City Special Event and requires a [City Special Events Permit](#). For assistance and information contact [Meredyth Muth](#), City Clerk (303-335-4536).

**HUNTING & FISHING** - Hunting and fishing are not allowed in any park unless specifically posted for hunting and fishing in compliance with the fishing and wildlife laws of the State of Colorado.

**LIVE MUSIC PERMITS** - User groups requesting live music at park shelters in a residentially-zoned area must have the approval of the Director of Parks & Recreation and a valid Live Music Permit which can be obtained through the [City Clerk](#) at 749 Main Street. Live music at the Community Park shelter or band shell is permitted, but may require a [City Special Events Permit](#). The fee for a standard Parks Usage Permit is \$150 to \$400 depending on the scope of the event, and requires the approval of the Director of Parks and Recreation or his/her designee. The fee for a City Special Event Permit is \$400.

**MARIJUANA USE PROHIBITED** - It is unlawful to consume or use marijuana in any park at any time. Violations may result in a maximum fine allowable by law.

**PROPERTY** - Digging, removal or destruction of any trees, shrubs or foliage of any kind is strictly prohibited.

**RENTAL TIMES** - The rental time (minimum of 4 hours) includes setup and cleanup time. One hour between rentals is reserved for the Park Division staff to remove trash and clean up the area.

**RESTROOMS** - The parks with permanent restroom facilities (unlocked until 10pm every day) are:

Community (open year-round); Cottonwood & Heritage (open May through September)

The parks with port-a-lets only (open May through September) are:

Annette Brand, Memory Square, and Pirates

The parks with NO restroom facilities are:

Meadows & Keith Helart

Arboretum – but nearby Skate Park has a port-o-let.

**SIGNAGE** - For Saturday and Sunday park shelter rentals, the Parks Division posts the renter's name and timeframe at park shelters. For Monday through Friday rentals, renters are allowed to post additional signage if needed. All additional signage must be removed immediately after the rental expires. It is recommended that renters bring their rental receipt to serve as "proof of purchase."

**PARKS USAGE PERMIT** - An approved [Parks Usage - Permit Application](#) may be required if any of the following pertain to the rental of a park shelter. The fee for a Parks Usage Permit is in addition to the park shelter rental fee.

- Live music using amplified sound
- Use of Community Park band shell for live music or amplified sound (band shell cannot be used before 9:00 a.m. on any day of the week).
- Event will interfere with the public's use of the park

**TENTS AND/OR INFLATABLES** - Use of tents and/or inflatables requires a shelter rental. Tents and inflatable structures are allowed and can be erected with the use of stakes no longer than 6 inches, sand or water weights. Exception: Inflatable structures are prohibited at Memory Square Park.

**TRASH AND RECYCLABLE ITEMS** - Please do not leave any trash, cans, papers or other refuse anywhere other than in receptacles provided for such use. **Glass containers are prohibited in all parks.** We encourage recycling and most of our parks are equipped with recyclable containers.

**VEHICLES** - Park regulations prohibit anyone driving a vehicle on to the grass for any reason. Vehicles in violation may be ticketed or towed away at owner's expense.

**CANCELLATION OF A PARK RESERVATION** - Park shelter renters needing to cancel their reservation are required to notify [Dru Tieben](#) at 303.335.4776 at least 7 days in advance of their rental date and will receive a 75% refund. There is **no refund** for cancellations made less than 7 days in advance of the rental date.

**CHANGES TO A PARK RESERVATION** - Changes made to existing rentals must be made at least 7 days in advance of the rental date and will be assessed a 25% surcharge. Changes will not be made with less than 7 days' notice.

**ADDITIONAL INFORMATION** - For questions regarding [Municipal Code Ordinances](#), visit the Louisville website. Complete park shelter information is available at the [Parks Division](#) website or contact [Dru Tieben](#) at 303-335-4776.

**DISCLAIMER** - The City of Louisville has the discretion to limit the number of events in one park to mitigate impact on residents, property owners and the park.