

**APPLICANT INFORMATION:**

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Description of Activity: \_\_\_\_\_

Name of Park: \_\_\_\_\_

Start Date: (Including Set-up) \_\_\_\_\_ End Date: (Including Take-down) \_\_\_\_\_

Start Time: \_\_\_\_\_ AM \_\_\_\_\_ PM Finish Time: \_\_\_\_\_ AM \_\_\_\_\_ PM

Proposed Closure Area: \_\_\_\_\_

Estimated Number of Participants: \_\_\_\_\_

**Usage Permit Requirements:**

	Yes	No
Sprinkler System Need to be Shut Down? If Yes, Specify Date(s) and Time(s):	<input type="checkbox"/>	<input type="checkbox"/>
Will you have an inflatable? <i>Need GFCI-ground fault circuit interceptor-with a reset button. Not allowed at Memory Square Park.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Will you be bringing a grill? <i>Must bring a mat underlayment.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Will you have tents or other items with stakes? <i>No if you are using sandbags.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Will you have a dunk tank or anything that needs water Usage?	<input type="checkbox"/>	<input type="checkbox"/>
Will you be driving on the turf? <i>Set-up and take-down included.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Will you need use of electrical outlets?	<input type="checkbox"/>	<input type="checkbox"/>
*Will there be a food truck?	<input type="checkbox"/>	<input type="checkbox"/>
*Will live music be provided?	<input type="checkbox"/>	<input type="checkbox"/>
*Will alcohol be served?	<input type="checkbox"/>	<input type="checkbox"/>
Are there additional special requests for Parks? <i>Attach sheet detailing the special requests required of this permit.</i>	<input type="checkbox"/>	<input type="checkbox"/>

*\*If you answered "YES" to a Mobile Retail Food Vending (food truck where SALES occur), live music, or serving alcohol, you may be required to pull a permit. See page 4 of this application.*

Required Attachments:	Item Attached?		
1. <b>A detailed map</b> showing the proposed street, trail, or public facility to be used	<input type="checkbox"/>	Yes	<input type="checkbox"/> N/A
2. <b>A Traffic Control Plan</b> that meets Model Traffic Code standards and addresses any street use, closing, or crossing. Traffic Control Plan must be from a Certified Traffic Engineer.	<input type="checkbox"/>	Yes	<input type="checkbox"/> N/A
3. <b>A Park Usage notice</b> for affected residents and businesses may be required to be mailed or delivered a minimum of 10 days prior to the Park use. A copy of the notice and list of addresses to which it will be delivered must be included with the application. <i><b>Note:</b> Depending on the Park Usage, the City may require additional notices. All Special Parks Usage held at Community Park will require this notice. The City will provide list of addresses for surrounding neighbors to Community Park. The notice must include a phone number for someone at the Park Usage that residents can call during the Use to ask questions or file a complaint. The applicant must deliver or mail the Park Usage notice no later than 10 days prior to the Park Usage. Include a copy of the Park Usage notice with this application.</i>	<input type="checkbox"/>	Yes	<input type="checkbox"/> N/A
4. <b>Proof of Liability Insurance</b> is required for Park Usage expecting more than <b>50</b> people or as deemed necessary. Such proof must be provided to the City <b>at least five business days in advance of the Park Usage date. The City of Louisville must be listed as an additional insured party on the insurance policy.</b>	<input type="checkbox"/>	Yes	<input type="checkbox"/> N/A

**Conditions:**

1. **Permit Fees** vary from \$150-\$400 and will be calculated following review of the Usage details by the Director and Superintendent of Parks and Recreation. They are collected along with the shelter rental fee. A \$500 damage deposit may also be assessed. Late fees may be assessed if submitted less than six weeks prior to the Park Usage.
2. To the fullest extent permitted by law, the applicant shall indemnify and hold harmless the City, its officers, officials, and employees from and against any and all damage and loss to person or property and shall defend the City from any and all claims, demands, suits, actions or proceedings of any kind, including costs of actions and reasonable expert fees and attorney fees incurred by the City in any way resulting from or arising out of the Park Usage. This provision shall not and is not intended, in any way or manner, to waive or cause the waiver of the defenses or limitations on damages provided by the Colorado Governmental Immunity Act, Section 24-10-101, et seq., Colorado Revised Statutes, the Colorado Constitution, or the common law or laws of the United States or Colorado.
3. The City has no liability for bodily injury or property damage arising from this Park Usage. Any liability arising from the Park Usage shall be the sole responsibility of the applicant and participants. The City's insurance does not cover the applicant. The applicant agrees to comply with all of the terms, conditions and stipulations of this permit, all ordinances of the City, other applicable laws and understands that failure to comply will result in immediate revocation of this Park Usage Permit.
4. Adequate crowd control, including ingress and egress control, noise control, restroom facilities, space for anticipated number of participants, clean-up, trash removal, and parking are all the responsibility of the applicant.
5. The applicant shall, upon conclusion of the Park Usage, return the site to its previous condition immediately following the Park Usage.
6. Park Usage sponsors who hold a Park Usage without a permit will not be eligible for a permit again for 12 months.
7. Failure to clean up as required in the permit will make the applicant/sponsor ineligible for a permit for 12 months.
8. The City has the discretion to limit the number of Park Usage in one area (downtown, Community Park) to mitigate the impact on residents and property owners.
9. Applications must be complete at the time of submittal. Incomplete applications will be returned to the applicant.
10. The applicant is responsible for knowing and abiding by all Louisville Municipal Code Ordinances.
11. Additional conditions may be placed on the permit at the time of approval.

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APPLICANT SIGNATURE

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DATE

*Return the completed application to the City of Louisville, Parks Division, located at 739 S. 104<sup>th</sup> Street,  
Louisville, CO 80027*

*Or by email to [dtieben@Louisvilleco.gov](mailto:dtieben@Louisvilleco.gov).*

**Other Permits that may be required:**

Rental of Park Shelters – Drusilla Tieben, Parks Division, 303.335.4776, [dtieben@louisvilleco.gov](mailto:dtieben@louisvilleco.gov)

Rental of the Steinbaugh Pavilion – Katie Zoss, City Manager’s Office, 303.335.4581, [kzoss@Louisvilleco.gov](mailto:kzoss@Louisvilleco.gov)

Live Music or Alcohol Permit – Carol Hanson, Deputy City Clerk 303.335-4574, [carolh@louicvilleco.gov](mailto:carolh@louicvilleco.gov)

Mobile Retail Food Vending Application and Permit – if applicable, Elizabeth Schettler 303.335.4592, [eschettler@louisvilleco.gov](mailto:eschettler@louisvilleco.gov)

Building Safety Division – Special Event Temporary Use Permit – separate application and fee may apply – Chad Root, Chief Building Official, 303.335.4580, [croot@louisvilleco.gov](mailto:croot@louisvilleco.gov)

Louisville Fire District – Permit for tents that exceed 20’ x 20’, fee may apply – 303.666.6595

**FOR OFFICE USE ONLY:**

**PARK USAGE DESCRIPTION/NAME OF PARK/DATE:** \_\_\_\_\_

***INTERNAL REVIEW:***

	YES	N/A
<i>Parks and Recreation Director</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Parks Superintendent</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Open Space Manager</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Public Works</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Police Department</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Chief Building Official</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Fire Department</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>City Clerk’s Office</i>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

**APPROVAL CONDITIONS**

**Conditions/Special Terms/Stipulations: *See Attached.***

This application is approved, subject to all terms, conditions, and stipulations attached to this signed permit.

\_\_\_\_\_  
Parks and Recreation Director  
or His/Her Designee

\_\_\_\_\_  
Date