



Arapahoe Park and Recreation District  
16799 E. Lake Ave.  
Centennial, CO 80015  
Ofc: 303-269-8415 Fax: 303-627-8592  
www.aprd.org

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**Field Permit Request - Athletic Leagues**  
(See Instructions and Requirements on pages 2 and 3)

**League Name:** \_\_\_\_\_ **Sport:** \_\_\_\_\_

**Primary League Contact:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

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

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Other phone: \_\_\_\_\_ Email address: \_\_\_\_\_

**Secondary League Contact:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

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

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Other phone: \_\_\_\_\_ Email address: \_\_\_\_\_

**Field Requested:** \_\_\_\_\_

(Use a separate form for each field request)

Season Start Date: \_\_\_\_\_ Season End Date: \_\_\_\_\_

Days of Week Requested:  Mon  Tue  Wed  Thur  Fri  Sat  Sun

Time of Day Requested: \_\_\_\_\_

- Required attachments:  League boundary map or boundary description  
 Roster of league participants from the most recently completed season with a calculation of the percentage of participants who are residents of Arapahoe Park and Recreation District.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Instructions and Requirements

## Instructions

1. A complete and signed Field Permit Request may be filed with the district by mailing the request and the required attachments to Arapahoe Park and Recreation District, 16799 E. Lake Ave., Centennial, CO 80015. Incomplete requests will be returned to the applicant and will delay the permit process.
2. The required attachments must accompany the Field Permit Request. The required attachments are; (1) a league boundary map or boundary description and, (2) a roster (names, addresses and phone numbers) of league participants from the most recently completed season with a calculation of the percentage of participants who are residents or property owners in Arapahoe Park and Recreation District. A Field Permit Request that does not have the required attachments will not be considered.

## APRD Play Field Inventory

- \* Antelope Ridge Elementary School - (1) baseball field, (1) soccer field
- \* Aspen Crossing Elementary School - (1) baseball field, (1) soccer field (small fields)
- \* Canyon Creek Elementary School - (1) baseball field, (1) soccer field
- \* Dakota Valley Elementary School - (1) baseball field, (1) soccer field
- \* Indian Ridge Elementary School - (1) baseball field, (1) soccer field
- \* Peakview Elementary School - (1) baseball field, (1) soccer field
- \* Rolling Hills Elementary School - (1) baseball field, (1) soccer field \*\* (small fields)
- \* Timberline Elementary School - (1) baseball field, (1) soccer field

\* = Joint Use Facility with Cherry Creek School District and may be subject to certain use restrictions.

\*\* = Rolling Hills Elementary School has a combined baseball/soccer field. Baseball use is limited to younger children.

Fox Hill Park - no baseball, no soccer, (1) full court basketball court

Highlands Park - no baseball, detention basin for soccer practice only

Lookout Park - no baseball, no soccer, swimming pool

Peakview North Park - (1) soccer field, (1) full court basketball court

Peakview West Park - no baseball, no soccer, (1) half court basketball court

Piney Creek Hollow Park - (1) multi-use field (primarily soccer), (1) baseball field

Piney Creek Trail Head - no baseball, no soccer, no basketball

Pioneer Park - (1) soccer field

Spring Creek Park - (3) baseball fields, (1) soccer field, (1) multi-use/football field (Fields will not be permitted for use until spring 2009)

Toll Gate Park - no baseball, no soccer, no basketball

Village Park - (1) soccer field

Willow Trace Park - no baseball, no soccer, (1) half court basketball court

**Permit Requirements:** APRD has established a permit system for uses of various facilities. Some of these permits may be subject to fees or deposits.

**Fees:** APRD charges \$9.00 per individual sport participant per sport season for 2008. Starting in 2009, the fee will change to \$12.00 per individual sport participant per sport season. Fees are due no later than the mid-point of each season. Leagues must reconcile their payment with a roster of participants for that payment. Failure to pay use fees may result in the revocation of the field use permit for the current season and loss of "historical use" priority for future seasons.

**Ball Fields and Soccer Fields:** In order to reserve these facilities for formal organized or league play, a permit must be issued and all applicable fees must be paid. Reservations will be accepted only for formal play tournament games or other similar forms of organized participation. Permits for organized field use are only issued to league administrators and not individual coaches or parents.

In order to use any ball field or soccer field for such an organized team, at least one member of the team must be a resident of the district or property owner in the district. The permit applicant and permittee must be a district resident or district property owner and be 18 years of age or older.

Reservations may be limited to certain ball fields. Arapahoe Park and Recreation District takes into consideration "historical use" when issuing permits to athletic leagues. In this manner, athletic leagues may have a reasonable expectation of using the same fields that they have used during past years and seasons. However, "historical use" is not a guarantee that athletic leagues will automatically be issued permits year after year. A schedule of times allowing for reservations will be established by the District Manager. All reservations will be subject to time limitations, and to use limitations and other conditions set forth in the permit. Leagues may be asked to share fields or facilities in those cases where it is found that the league consistently fails to use the fields on the dates and times requested and/or permitted.

**Permit Rules and Regulations:** Any persons seeking issuance of a permit shall file a Field Permit Request with the District Manager or designee.

The District Manager shall issue a permit when it is found:

- That the Field Permit Request is properly completed and signed.
- That the required attachments are included with the Field Permit Request.
- That the applicant is a resident or property owner and has no outstanding payments due the District.
- That the proposed activity and use will not unreasonably interfere with or detract from the general public enjoyment of the park or surrounding neighborhoods.
- That the proposed activity and use will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation.
- That the proposed activity or use is not reasonably anticipated to incite violence, crime or disorderly conduct.
- That the proposed activity will not cause unusual, extraordinary or burdensome expense on the part of the District.
- That the facilities desired have not been reserved by prior permit.

The District Manager may impose such conditions upon any permit which are necessary or appropriate to ensure that the park rules and regulations are observed, that the above findings are fulfilled and that the park is properly cleaned and restored to its prior condition after use pursuant to the permit. A copy of the park rules and regulations will be issued with the permit.

The permittee and all users pursuant to the permit shall be bound by all rules, regulations, posted signs and any conditions of the permit.

THE PERSON OR PERSONS TO WHOM THE PERMIT IS ISSUED SHALL BE LIABLE FOR ANY LOSS, DAMAGE OR INJURY SUSTAINED BY ANY PERSON BY REASON OF THE INTENTIONAL ACTS OR NEGLIGENCE OF THE PERSON OR PERSONS TO WHOM THE PERMIT SHALL HAVE BEEN ISSUED OR THE INTENTIONAL ACTS OR NEGLIGENCE OF THE PERSON OR PERSONS USING THE PARK PURSUANT TO THE PERMIT.

The District Manager shall have the authority to revoke a permit upon finding a violation of these regulations or upon good cause.

**Cancellation Policy:** Cancellations must be received 24 hours before the time of intended use, or a cancellation fee of \$10.00 will be assessed. Weather-forced cancellations will not be assessed a fee.

## **Arapahoe Park & Recreation District Park Facilities Use – Rules & Regulations**

The Arapahoe Park and Recreation District has established parks to provide property owners and their guests a place to relax and play. In order to provide this opportunity to enjoy these fine facilities, it is necessary to require some controls.

To utilize these District parks to the fullest extent, the Board of the Arapahoe Park and Recreation District has adopted the following rules and regulations establishing a basis for conduct of persons using the parks.

- A. Compliance: All persons must obey any order, rule or regulation of the District and the instructions of any sign posted by the District.
- B. Failure to Comply: Should any person fail to observe and obey any such order, rule, regulation or sign posted by the District, the District's Manager, or designee, may immediately remove or cause to be removed such person and may ban such person from the use of the park and its facilities for such period of time as may be necessary to secure compliance with the orders, rules, regulations or posted sign.
- C. Appeal: Any person removed or banned from use of the park facilities by the District's Manager, or designee, may appeal such action to the Board of Directors at the next regular District Board Meeting.
- D. Prohibitions: The following are prohibited on park grounds:
  - Climbing on park buildings, roofs, trees and fences
  - Destruction, removal or defacement of park property and misuse of any park facility
  - Riding, driving or parking motorized vehicles except on streets or designated parking lots
  - Dogs, except on leash
  - Horse or horseback riding except by prior approval of the District Manager
  - Bicycle riding off the paved walkways
  - Sledding
  - Littering of park facilities and picnic areas
  - Glass beverage containers
  - Alcohol consumption by any person under the legal age as prescribed by Colorado State Laws
  - Intoxicated persons in the park
  - Archery, use of slingshots, rifles or guns of any kind
  - Practicing golf
  - Molesting or killing any animal
  - Remaining in the park outside of posted hours:
    - 5:00 A.M. to 10:00 P.M. except by prior approval of the District Manager
  - Repairing of vehicles
  - Overnight parking of campers, motor homes or trailers except by prior approval of the District Manager
  - Fires, except in barbecue facilities
  - Using fireworks (controlled by provisions of the Uniform Fire Code)
  - Concerts, bands or other amplified music or excessive noise except by prior approval of the District Manager
  - Behavior that may cause damage or litter or interfere with the enjoyment of other park users
- E. Permit Requirements: APRD has established a permit system for uses of various facilities. Some of these permits may be subject to fees or deposits.
  - 1. Ball Fields and Soccer Fields: These facilities are available for the general informal use by residents, property owners and their guests without payment of any permit fee. In order to reserve these facilities for formal organized or league play, a permit must be issued and all applicable fees must be paid. Reservations will be accepted only for formal play tournament games or other similar forms of organized participation. Permits for organized field use are only issued to league administrators and not to individual coaches.

In order to use any ball field or soccer field for such an organized team, at least one member of the team must be a resident or property owner. The permit application and permittee must be a resident or property owner and be 18 years of age or older.

Reservations may be limited to certain ball fields. A schedule of times allowing for reservations will be established by the District Manager. All reservations will be subject to time limitations, and to use limitations and other conditions set forth in the permit.

*(Rules & Regulations continued on reverse side)*

2. Public Gatherings: Use of the park for such activities as an exhibition, holiday celebration, rally, concert, procession, parade or other similar uses, which can reasonably be expected to have an attendance of 20 persons or more, requires a permit. The applicant and permittee must be a resident or property owner.

F. Permit Rules and Regulations: Any persons seeking issuance of a permit shall file an application with the District Manager or designee. The application shall include:

- The name and address of the applicant
- The name and address of the person, persons, corporation or association sponsoring the activity
- The nature of the proposed activity
- The date and hours for which the permit is desired
- The facilities or portion of the park for which such permit is desired
- An estimate of the anticipated attendance
- Any other information which the District Manager shall find reasonably necessary to determine whether or not a permit should be issued

The District Manager shall issue a permit when it is found:

- That the applicant is a resident or property owner and has no outstanding payments due the District
- That the proposed activity and use will not unreasonably interfere with or detract from the general public enjoyment of the park or surrounding neighborhoods
- That the proposed activity and use will not unreasonably interfere with or detract from the promotion of public health, welfare, safety and recreation
- That the proposed activity or use is not reasonably anticipated to incite violence, crime or disorderly conduct
- That the proposed activity will not cause unusual, extraordinary or burdensome expense on the part of the District
- That the facilities desired have not been reserved by prior permit

The District Manager may impose such conditions upon any permit which are necessary or appropriate to ensure that the park rules and regulations are observed, that the above findings are fulfilled and that the park is properly cleaned and restored to its prior condition after use pursuant to the permit.

The District Manager shall issue a permit or shall notify an applicant in writing of the reasons for refusing a permit within five days after receiving an application. Any person denied a permit by the District Manager may appeal the decision to the District Board at its next regularly scheduled meeting. The District Board will consider the appeal under the standards set forth in this policy, and its decision shall be final.

The permittee and all users pursuant to the permit shall be bound by all rules, regulations, posted signs and any conditions of the permit.

THE PERSON OR PERSONS TO WHOM THE PERMIT IS ISSUED SHALL BE LIABLE FOR ANY LOSS, DAMAGE OR INJURY SUSTAINED BY ANY PERSON BY REASON OF THE INTENTIONAL ACTS OR NEGLIGENCE OF THE PERSON OR PERSONS TO WHOM THE PERMIT SHALL HAVE BEEN ISSUED OR THE INTENTIONAL ACTS OR NEGLIGENCE OF THE PERSON OR PERSONS USING THE PARK PURSUANT TO THE PERMIT.

The District Manager shall have the authority to revoke a permit upon finding a violation of these regulations or upon good cause.

G. What, Where and When to File for a Permit: In order for any reservation to be confirmed, a permit, with any applicable fees, must be on file at the District Office. A copy of the permit will be posted at the appropriate facility.

An application for a permit may be mailed and filed at the office of the Arapahoe Park and Recreation District at The Trails Recreation Center, 16799 E. Lake Ave., Centennial, CO 80015. The application must be accompanied by a check made payable to the "Arapahoe Park and Recreation District" in the amount of the permit fee and/or deposit. An application must be filed at least five (5) days in advance of intended use at the District Office. For any assistance in making application for a permit, call the District Office message line at 303-269-8415.

H. Cancellation Policy: Cancellations must be received 24 hours before the time of intended use, or a cancellation fee of \$10.00 will be assessed. Weather-forced cancellations will not be assessed a fee.

**ARAPAHOE PARK AND RECREATION DISTRICT**

PARK USE PERMIT NO.

APPLICANT (or agent for Applicant):

ADDRESS:

PHONE: (home): (work): (Other):

GROUP:

INTENDED PURPOSE: (softball, baseball, soccer, picnic, etc.):

ESTIMATED NUMBER IN ATTENDANCE:

DEPOSIT REQUIRED: \$

<u>FIELD/AREA TO BE RESERVED</u>	<u>DATE(S)</u>	<u>FROM (time) TO (time)</u>
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DEPOSIT RECEIVED FROM: N/A

NAME: CHECK NO./CASH:

As applicant, I have read the Park Rules and Regulations and accept all responsibility set forth therein. I will be responsible to see that the group named above will obey all park rules and regulations. I understand that failure to do so will result in District action in accordance with the rules and regulations and could result in denial of future use of park facilities.

In consideration of the issuance of this requested park use permit, the Applicant agrees to defend, indemnify and hold Arapahoe Park and Recreation District and Board members, individually and collectively, free and harmless from and against all claims or demands arising from acts, omissions, or negligence of the Applicant, its licensees, agents, servants or employees, arising from any occurrence or accident causing, or allegedly causing, bodily injury (including liability for personal injury or death) or damage to property to whomever belonging arising out of, or allegedly arising out of, the use of the premises as defined in the Park Use Permit or while in, or about, said premises. Further, Applicant agrees to provide its own emergency and first-aid equipment.

The undersigned hereby assumes personal and individual liability for himself and on behalf of Applicant for any damages to said facility or equipment occurring through or during the occupancy or use of said park by the Applicant. The undersigned will leave said park in a condition as good as, or better than, originally found. The undersigned personally and individually and on behalf of the Applicant accepts liability for all repairs to the park and/or replacement of equipment in the event of damage.

The applicant agrees to clean the area used and to dispose of all trash immediately following the use of the park area. Applicant shall pay all costs involved. Should the District need to clean the area, the deposit shall be applied toward the cost involved. Any balance due shall be billed to the Applicant and said balance due shall be payable in full within five (5) days of the date of the statement. Should the Applicant clean the area used in a manner satisfactory to the District, the Applicant's deposit shall be refunded within five (5) days of the day the park was used by the Applicant.

Special Conditions: Please clean up after your event.

APPLICANT:

APPROVAL: Lynn H. Cornell  
ARAPAHOE PARK & RECREATION DISTRICT

SIGNATURE: \_\_\_\_\_

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE:

CANCELLATIONS MUST BE RECEIVED AT LEAST 24 HOURS BEFORE THE TIME OF INTENDED USE.

PLEASE NOTE THAT THERE ARE TWO RESERVATIONS AND A COPY OF APRD'S RULES AND REGULATIONS FOR YOUR KEEPING. IN ORDER TO SECURE THE RESERVATION, YOU MUST SIGN BOTH RESERVATION COPIES AND MAIL ONE BACK TO OUR OFFICE AT:

**APRD  
16799 E. Lake Ave.  
Centennial, CO 80015**

THANK YOU