



**CITY OF CASTLE PINES, COLORADO**

**RESERVATION PROCEDURES AND POLICIES**

The City of Castle Pines coordinates reservations for use of certain fields and facilities within Elk Ridge Park (“Park”). The following procedures apply to reserving pavilions and turf field in Elk Ridge Park. All users of the Park are subject to the City’s Park regulations adopted via Ordinance No. 11-06, a copy of which is available on the City website at [www.castlepinesgov.com](http://www.castlepinesgov.com)

**FIELD RESERVATION POLICY**

1. Field reservation use will be for:  
Spring – March 15 through May 31  
Summer – June 1 through August 5  
Fall – August 6 through October 20
2. Reservations for the Fall season may be made beginning at midnight on June 15.
3. Reservations for the Spring/Summer season may be made beginning at midnight January 10.
4. Field Rental Fees:

| Type                       | Fee                                 |
|----------------------------|-------------------------------------|
| Half Field                 | \$30 per 2 hour block               |
| Full Field                 | \$60 per 2 hour block               |
| Castle Pines Residents     | \$0.00                              |
| Non-Castle Pines Residents | \$20.00 per non-resident per season |
5. All applications must include the following information:
  - Planned sport or activity
  - Team or organization
  - Contact name (coach or league director)
  - Contact address
  - Contact phone
  - Contact email
  - Days of week and times (in 2 hour increments) requested
  - Total number of players on team(s) Roster of players
    - Must include complete address of each player
6. An application is not considered complete until the following are received:
  - Completed City of Castle Pines Field Reservation Request Form

- Complete team roster. *In the event that the roster is not complete the Field Reservation Request Form can be turned in but leagues/teams cannot use the field until rosters are complete, turned in and any payment due is made.*
  - Payment of non-resident league participant fee
    - Each organization/team is responsible for collection of non-resident league participant fee and remittance of fee to the City of Castle Pines.
7. Applications for field reservations must be filled out and submitted to the City Offices at 360 Village Square Lane, Suite B, Castle Pines, CO 80108. Application forms can be obtained on the City website at [www.castlepinesgov.com](http://www.castlepinesgov.com)
  8. After reservations are complete invoices will be delivered to league/team contact.
  9. Field reservations will be available for use hourly, from 9:00 am through 8:00 pm or until dark, Monday through Sunday.
  10. For the Fall season, fields will be assigned the first week of July and play on fields will begin no earlier than August 6.
  11. For the Spring season, fields will be assigned Mid-February and play on the fields will begin no earlier than March 15.
  12. For the Summer season, fields will be assigned the first week of May and play on fields will begin no earlier than June 1.
  13. Field assignments will be provided on a first come first served basis based on the date the completed application is received.
  14. If a field assignment is made and the reservation is not utilized (with the exception for inclement weather), that team forfeits its right to utilize the field for the remainder of that season. Fields must only be reserved for the dates and times needed by a team.
  15. Any team reserving fields will be responsible for any damage (other than standard wear and tear) to the field as a result of the team's use. Any damage will be documented in writing by the City and documentation will be provided to the team for repair reimbursement. A team shall not be allowed to use a field unless it has made payment in full to the City for the cost of any necessary field repairs.

### **FIELD CANCELLATION POLICY**

Cancellations must be received by the City in writing at least two (2) business days prior to the scheduled event. Any "no shows" or cancellations with less than two (2) business days prior written notice may result in forfeiture of the privilege to reserve field for a specified period of time determined by the City but in no event exceeding a one year period.

## PAVILION RESERVATION POLICY

1. With the exception of the pavilion immediately adjacent to and west of the playground equipment, the Park pavilions are available for reserved use. Pavilions may be reserved year-round and are reserved on a first come first served basis based on the date the completed application is received.
2. Applications for pavilion reservations must be filled out and submitted to the City Offices (360 Village Square Lane, Suite B, Castle Pines, CO 80108). Application forms can be obtained on the City website at [www.castlepinesgov.com](http://www.castlepinesgov.com).
3. Rental periods include both set-up and clean-up time, and are made for the arrival and departure time. Use beyond the reserved departure time may result in additional charges.
4. Pavilion Rental Fees:

| <u>Pavilion Size</u> | <u>Fee</u> | <u>Deposit</u> |       |                            |
|----------------------|------------|----------------|-------|----------------------------|
| Small                | \$25       | 2 hour block   | \$100 | Castle Pines Residents     |
| Small                | \$50       | 2 hour block   | \$100 | Non-Castle Pines Residents |
| Large                | \$60       | 2 hour block   | \$100 | Castle Pines Residents     |
| Large                | \$70       | 2 hour block   | \$100 | Non-Castle Pines Residents |

Rental fees must be paid in full at the time of application to the City. Deposits are refunded in whole upon inspection at the conclusion of the event where there is no damage found or clean-up required by City staff. The City shall return the deposit within thirty (30) days of the event. If damage occurs or there is garbage or trash requiring clean-up of the pavilion after the scheduled event, the City shall retain the deposit to cover the cost of repair and/or clean-up.

## CANCELLATION POLICY

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## FACILITY USE AGREEMENT

Pursuant to Ordinance No. 11-06, a facility use agreement is required for teams or groups of 30 or more individuals. The form of facility use agreement is available on the City’s website or at the City’s offices. Reservations are not considered confirmed until a completed application and signed facility use agreement are submitted, and any fees or deposits are paid.

## PAYMENT METHOD

Cash, check or credit card. Checks must have a valid state driver’s license. A \$25.00 service charge will be imposed for all returned checks. Credit card payments will include a 3% convenience fee.