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**City of Durango**  
**PARK PERMIT APPLICATION**

**\$50 Non-Refundable Application Fee**

**\$100 Non-Refundable Fee/Rotary Park**

**\$150 Non-Refundable Fee/Buckley Park**

Mail: 2700 Main Avenue, Durango, CO 81301

Attn: Parks and Recreation Administration

Phone 970-375-7321 Fax 970-375-7337 Rec@Durangogov.org

**Before Filling out this Park Permit Request, please call (970) 375-7321 for availability. Submitting this form does not guarantee you receive the facility you requested. Payment in full must be made by mail, phone or in person at the Administrative Office at the Durango Community Recreation Center before reservation is made.**

Contact Name(s) \_\_\_\_\_ Application Date \_\_\_\_\_

Organization \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address \_\_\_\_\_ 2<sup>nd</sup> Phone # \_\_\_\_\_

Email Address \_\_\_\_\_

Park Requested \_\_\_\_\_

Date(s) Requested From: \_\_\_\_\_ To: \_\_\_\_\_

Time Requested From: \_\_\_\_\_ To: \_\_\_\_\_

Anticipated Number of Participants \* \_\_\_\_\_

\* This number is used to determine your damage deposit, please be as accurate as possible.

50 people or less = \$50

51 people or more = \$100

Some large special events may require an increased damage deposit and a Special Activities Permit request.

Detailed of proposed activity:

Will Amplifiers Be Used? YES \_\_\_\_\_ NO \_\_\_\_\_

If amplifiers are to be used a noise variance, which is not a part of this permit, must be obtained from the Police Department. We will send the request to the Police Department for you.

Will alcohol be served? YES \_\_\_\_\_ NO \_\_\_\_\_

Is the use of this facility for monetary gain? YES \_\_\_\_\_ NO \_\_\_\_\_

Are special services or equipment requested from the City? YES \_\_\_\_\_ NO \_\_\_\_\_

If so, please explain:

**CONDITIONS OF THIS PARK PERMIT:**

1. The provisions of City Ordinance section 18 – 34 shall apply.
2. If any food or merchandise is to be sold, applicant must attach to this permit, thirty (30) days prior to proposed activity, a letter of intent and receive approval as specified in City Ordinances section 18-34.
3. There shall be no blocking of streets without acquiring a Special Activities Permit.
4. No stages or platforms are permitted unless approved by City Building Inspector and Fire Codes.
5. City Ordinance sections 16 – 4 prohibits loud noises. A noise ordinance variance must be obtained from the Police Department for use of amplifiers.
6. Persons reserving a facility that does NOT have restrooms provided are responsible for providing portable restrooms at their own expense.
7. The provisions of City Ordinance section 4 – 28 shall apply. It shall be unlawful for any person to ride, lead or drive horses upon this facility.
8. Alcohol is prohibited in the City Parks, unless a Special Activities Permit is obtained 45 days or more, prior to event.
9. No structures may be permanently erected in City Parks. Any temporary structures (i.e. a tent) requiring a ground anchor may only be anchored by some form of weight (sandbag, cement anchor). For Buckley Park, please refer to the available irrigation map. Any questions may be directed to the Parks and Recreation Department at (970) 375-7321.

**I, the undersigned, agree to accept responsibility for the above conditions and agree to make restitution for any damage to the park or City property. I hereby exempt and release the City of Durango, its officers, employees, agents and servants from any and all loss, liability, claims, demands, actions or causes of actions whatsoever arising out of any loss, damage or injury that may occur as a result of the referenced facility requested herein. This permit may be revoked by the City of Durango at any time for cause.**

**To proceed, check this box if you agree with the terms above:**

Signature of Responsible Person: *(type in)* \_\_\_\_\_

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

**BELOW City Use Only**

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Approved By: \_\_\_\_\_ Date \_\_\_\_\_  
 Parks and Recreation Director

Comments: **Coordinate Set-up in Advance With Park Division Staff, 375-7380 and Trash Removal is Required.**

Additional Comments:	<p>Note: This permit may be revoked or terminated by the City if it is determined that allowing the proposed event or activity would not be safe or prudent due to a continuing health crisis or other emergency conditions.</p>
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CC: Community Events Supervisor	Date Sent	_____
Police Department (noise variance)	Date Sent	_____
Park Manager	Date Sent	_____
Applicant (approved permit)	Date Sent	_____