



parks · recreation · cultural services

## Parks, Recreation & Cultural Services Chapel & Pavilion Rental Agreement

- This reservation grants you exclusive use of the pavilion site.
- Please print a copy of your permit and carry it with you to your event. Should another party be at your site during your reserved date and time, you may ask them to leave. If they refuse to vacate, please call the Colorado Springs Police Department non-emergency line at 719-444-7000 for assistance.
- All park pavilions and restrooms are reserved on an "**as is**" basis. It is recommended to bring extra trash bags, as well as toilet paper and paper towels if restroom facilities are available at the site.
- Restrooms are **CLOSED** October through May due to winterization.
- The following items are **PROHIBITED** with a Pavilion Reservation. A Special Event Permit must be obtained to accommodate these activities:
  - Bounce Houses/Inflatables
  - Dunk Tanks
  - Petting Zoo
  - Pony Rides
  - Live Entertainment
  - Fundraising Activity including walks/runs
  - Activities designed/advertised for public participation
  - Entry Fee Required
  - Vending (i.e. Food Trucks\*, vendor booths, etc.)
  - Equipment Setup (tents, chairs, stages, etc.)\*Food Trucks may be permitted with a valid Park Vendor Permit, prior approval is required from the Office of Special Events.
- Confetti, glitter, streamers, water balloons, pinatas, chalk (powered or otherwise), or similar items are **PROHIBITED**.
- You are also welcomed to bring covered propane grills; however, **absolutely no charcoal or wood burning grills are allowed**. All propane grills must be kept on an even, hard surface (i.e. sidewalk, table, etc.)
- Pavilions are available for use between the hours of 5am – 9pm, including setup and cleanup, and must be fully vacated by closing.

### **MAXIMUM PAVILION CAPACITIES:**

- Cheyenne Mesa: 100
- Fountain Park: 50
- Memorial Pavilion Complex: 150
- Monument Valley Park: 200
- Nancy Lewis Park: 50
- Palmer Park Council Grounds: 100
- Palmer Park LazyLand: 100
- Palmer Park Meadows: 50
- Palmer Park Youth Camp: 100
- Thorndale: 50
- Venezia Bunkhouse: 135
- Venezia House: 150
- Venezia Barn: 225

### **GATE & RESTROOM ACCESS:**

- The following reservation sites require keys for access to gates and restrooms (summer access only). If you have reserved one of these sites you will need to retrieve the keys from the lock box located at the site. **You will need to call 719-385-5941 NO MORE THAN 48 HOURS PRIOR to your reservation to obtain the combination for the pad lock on the box containing the key.**

Cheyenne Mesa Pavilion  
Palmer Park Council Grounds  
Palmer Park Lazyland

Palmer Park Youth Camp  
Monument Valley Park – electrical access only

- You must lock all facilities at the end of your event and return the key(s) to the box and lock the padlock. Failure to lock the facilities and/or return the key(s) may result in a \$50 re-keying fee.

\*\*Restrooms at John Venezia Community Park, Monument Valley Park, Meadows at Palmer Park, Nancy Lewis, and Thorndale do not require keys.\*\*

### **ELECTRICITY & WATER ACCESS:**

- SOME reservation sites have access to electricity and water. To check availability and request electricity for a fee of \$50.00 or water for a fee of \$100, please email [parks&recofficeofspecialevents@coloradosprings.gov](mailto:parks&recofficeofspecialevents@coloradosprings.gov). **You will need to call 719-385-5941 NO MORE THAN 48 HOURS PRIOR to your reservation to obtain the combination for the pad lock on the box containing the key.**

**CANCELATION POLICY:**

- If you wish to cancel for a full refund, you must do so no later than 30 days prior to your reservation date. Cancellations between 14-29 days of the reservation date will receive a 50% refund and after that no refunds will be offered.
- No refunds for inclement weather.
- **All cancellation requests must be made by email at parks&recofficeofspecialevents@coloradosprings.gov.**

**CITY PARK RULES AND REGULATIONS:**

1. Alcoholic beverages are prohibited. (ORDINANCE #9.9.410)
2. Open flames (i.e. fire pits, tiki torches, candles, etc.) are prohibited. (ORDINANCE #9.9.403)
3. All pets must be kept on a leash. (ORDINANCE #6.7.107)
4. Smoking is prohibited in all City Parks (ORDINANCE #6.6.203)
5. All litter must be picked up and properly disposed. (ORDINANCE #9.2.202)
6. It is unlawful to camp or spend the night in any city park. (ORDINANCE #4.2.102)
7. Any use of amplified sound equipment must be in compliance with ORDINANCE #9.8.101 through ORDINANCE #9.8.109 and must be approved by the noise abatement office. Contact this office at 719-444-7705 thirty days prior to your event to obtain a Noise Hardship Permit.
8. Persons using park property shall be responsible for any and all damages to property and injury to persons. (ORDINANCE #9.6.101)
9. Hanging decorations or other materials (i.e. hammocks, banners, games, etc.) on park buildings, structures or vegetation (trees, bushes, etc.) is prohibited. (ORDINANCE #9.9.102)
10. All cars must be parked in designated parking areas. (ORDINANCE #10.27.103)
11. The posting of signs leading to a reservation area is prohibited.
12. Groups in reservation areas must produce a reservation permit upon request.

**RELEASE AND ASSUMPTION OF RISK**

The "Permit Holder," in reserving Colorado Springs Parks, Recreation and Cultural Services (PRCS) facilities and using equipment associated with them, does so at Permit-Holder's own risk. PRCS shall not be liable for any damages arising from personal injuries sustained by Permit-Holder while participating in PRCS programs or about the premises associated with the programs. Permit-Holder assumes full responsibility for any injuries or damages that may occur to Permit-Holder in or about the premises, and fully and forever releases and discharges the Colorado Springs Parks, Recreation and Cultural Services Department, the City of Colorado Springs and all associated employees and agents, from any and all claims, demands, damages, rights of action or causes of action, present or future, whether the same be known, anticipated or unanticipated, resulting from or arising out of the Participant Permit-Holder's use or intended use of the facilities and equipment.

Permit-Holder also acknowledges that facilities are open to the public and that the City of Colorado Springs is not responsible for screening other Permit-Holders or members of the public for any infectious disease. Permit-Holder voluntarily assumes the risk of exposure to infectious diseases by attending City Facilities and understands that such exposure or infection may result in personal injury, illness, permanent disability, and death. Permit-Holder understands that the risk of becoming exposed to or infected any infectious disease may result from the actions, omissions, or negligence of Permit-Holder and others, including, but not limited to, City employees, volunteers, and Permit-Holders and their families.

Permit-Holder voluntarily agrees to assume all of the foregoing risks and accept sole responsibility for any injury to Permit-Holder including, but not limited to, personal injury, disability, death, illness, damage, loss, claim, liability, or expense, of any kind, that Permit-Holder may experience or incur in connection with Permit-Holder's attendance at City Facilities or participation in City programming ("Claims"). Permit-Holder hereby releases, covenants not to sue, discharges, and holds harmless the City, its employees, agents, and representatives, of and from the Claims, including all liabilities, claims, actions, damages, costs or expenses of any kind arising out of or relating thereto. Permit-Holder understands and agrees that this release includes any Claims based on the actions, omissions, or negligence of the City, its employees, agents, and representatives, whether before, during, or after Participant's participation in any City program.

**Any violation of the above rules and regulations may result in a \$100 penalty fee, per violation, and additional damage repair fees may be assessed.**

*By signing this document, I acknowledge that I have read and will comply with the above rules, regulations, and assumption of risk.*

\_\_\_\_\_  
Signature of Permit Holder

\_\_\_\_\_  
Date