

WHAT YOU NEED TO KNOW FOR YOUR PARK USE:

- 1) A minimum \$100 refundable deposit must be submitted with your Park Application. Larger deposits may be required for events that include alcohol, canopies, bands, multiple shelters, etc.
- 2) *SHELTER RENTAL FEES (SEPARATE FROM THE DEPOSIT) MUST BE PAID TWO WEEKS PRIOR TO RENTAL DATE. ANY CANCELLATION LESS THAN 7 DAYS BEFORE USE WILL BE ASSESSED A 50% CANCELLATION FEE.*
- 3) Make sure your application is completely and accurately filled out and signed, **incomplete applications will not be processed.**
- 4) Read the rules and regulations on the back side of the application. **You are responsible for following these.**
- 5) If you are bringing equipment or large items into the park they must be listed on your application, i.e. canopies, etc. Additional Fees may apply. *All equipment must be noted on rental form or deposit will be forfeited.* **JUMPING CASTLES ARE NO LONGER ALLOWED IN CITY PARKS.**
- 6) Piñatas are discouraged. If used, you are responsible for clean up and you must bring your own pole. Piñatas are not to be hung from trees, shelters, or other park structures.
- 7) Vehicles are prohibited from driving or parking on turf areas or walkways. **You will forfeit your security deposit if policy is violated.** (Exceptions only by advance written approval and under the direction of the Parks Division.)
- 8) Have your Park Permit with you on the day of your event. If your shelter is occupied by another party on the day of your event, contact the Commerce City Police Department by dialing 911.
- 9) Weather Policy: In the event weather prevents your park use, you may reschedule at no extra fee within the same rental season. Refunds will be charged a \$25 administrative fee. The Registration desk must be notified no later than the first business day after the rental by phone 303.289.3789 or 303.286.6837 (leave complete message with return phone #) or email eramirez@c3gov.com or dkaza@c3gov.com if you wish to reschedule or request refund.
- 10) If you find hazard materials in or around the shelter area please call the police non-emergency number 303.288.1535.
- 11) If you have any questions, please contact the following people during normal business hours:

For application/rental questions:	Denise Kaza	303.286.6837
	Elia Ramirez	303.289.3789
For Athletic field rentals	Miguel Chavez	303.289.3706