



CITY OF FORT MORGAN PARK AND RECREATION Facility Use Procedures/ Rental Guidelines

Modified 10/10/2012

Statement of Purpose

The City of Fort Morgan has several park and recreational facilities that offer recreational services for the citizens of Fort Morgan. The facilities and equipment that fall under these procedures include but are not limited to: tennis courts, parks, skateboard park, in-line hockey rink, baseball/softball fields, swimming pool, picnic tables, and recreation center.

For more information and/or to make reservations call (970) 542-3921 or contact us at:

Community Services/Recreation Department
City of Fort Morgan
528 State Street
Fort Morgan, CO 80701

The primary use of City facilities is to benefit the public at large. Activities scheduled by the City for the benefit of the public shall be given priority over private individuals or groups using these facilities. The City of Fort Morgan shall have the authority to prioritize functions that may necessitate the cancellation or postponement of activities previously scheduled.

Community facilities are available for public use, community benefits and designated Internal Revenue Service (IRS) 501(c) non-profit organizations with the appropriate reservation fee, deposit, and City Council approval (if necessary). These facilities are not available to for-profit businesses, commercial use or organized programs that are conducted for a one-time event, extended period of time or season without approval from City Council.

Users must comply with all rules and regulations, procedures, policies, restrictions, and all pertinent ordinances of the City of Fort Morgan, Morgan County, and the State of Colorado, and the Federal Government. Any questions not specifically addressed in this policy should be referred to City Staff, the Parks and Recreation Department or the Fort Morgan City Council, as appropriate.

Any user found in violation of the City of Fort Morgan Policies and Procedures may be denied further use of the facilities. Users found in violation may also be subject to applicable civil and criminal penalties.

Reservations for Community Facilities

General Guidelines

Reservations are made on a first-come basis. Reservations cannot be made more than one (1) year in advance. Reservations are encouraged to be made three (3) weeks or more in advance of the activity to ensure all planning and communication for the event can occur.

The rental of facilities can be scheduled with the Recreation Department, at 528 State Street. The group or individual must complete a Rental Agreement form prior to each use by designating the date, time and which facility or area they desire to rent, as well as the payment of appropriate fees. A security deposit, as specified in the City's fee schedule, shall be paid by check or money order at the time the reservation is made. The City reserves the right to charge a fee if the facility is not returned to operational condition. Payment to restore the facility will be charged at \$25 per hour.

Individuals and organizations must remove all trash, equipment and decorations at the end of use. Facilities must be left in clean condition when the activity is complete. The City will provide trash containers and bags. The renter must complete a cosmetic cleanup of all areas used, and dispose of the trash in the City trash containers.

In-kind donations and any consideration of waiver of fees will apply only to Internal Revenue Service (IRS) 501 (c) non-profit designated organization or other governmental organizations or as determined by City Council. A **Community Event Application** will be required for all types of events requesting waiver of fees or in-kind type of donations. The initial application must be approved by City Council, however successive years may not require City Council approval if the event maintains its original scope and purpose. All events that charge an admission or registration fee will be required to present the Community Event Application, and if appropriate a **Memorandum of Understanding**, to City Council for approval.

The Director of Risk Management, or his/her designee, will determine the level of insurance required.

If security is required for the event, it shall be the responsibility of the sponsoring organization, and a determination as to what level shall be made by the Chief of Police or his/her designee.

The Community Services/Recreation Department must be notified within 48 hours of a cancellation of a reservation. Normal business hours are Monday – Friday 7:00 am – 6:00 pm and Saturday from 8:00 am – 12:00 noon. The Department may be contacted at (970) 542-3921. Failure to contact the Recreation Department of a cancellation may result in forfeiture of the security deposit.

Facilities

Recreation Center Rental

Reservations for use of the Recreation Center may be made by residents and non-residents for activities such as holiday parties, family reunions, birthday parties, etc. on a first-come basis. Reservations shall not interfere with regularly scheduled activities, unless the activity will benefit the public at large. The City of Fort Morgan reserves the right to provide services, at no cost, for other City events and events involving the RE-3 School District.

The Recreation Center is open year-round for various City recreational programs and activities. Use of these centers can be arranged, provided they do not interfere with regularly scheduled activities and/or holidays. However, certain sections of the facilities may not be available for use, i.e. weight room, billiards room, etc.

The renter will provide a detailed layout of the desired set-up of tables and chairs and other decorations. The renter must arrange for any additional tables and chairs they may need, beyond the amount the City has available. Existing facility tables, chairs, and equipment within a respective facility are not available to be rented for other types of events or activities outside of their respective facility.

Swimming Pool Rental

Residents and non-residents may make reservations for use of the swimming pools for special activities on a first-come basis. The swimming pool is available for reservation on Friday, Saturday, or Sunday nights from 5:00 pm to 9:00 pm during the swim season. Reservations can be made for either a 2-hour or a 4-hour party. Reservations cannot be made prior to January 1 for the swimming season that begins in the same year. No group or individual may use the pools for more than three consecutive weekends during the season.

The City will provide four (4) certified lifeguards for groups up to 75 people. If a group is composed of more than 75 individuals, two additional lifeguards are required for each group of 50 individuals above 75. The number of individuals attending the pool rental must be submitted to the Fort Morgan Recreation Department seven (7) calendar days before the reserved date to allow for proper staffing.

Shelter Rentals

All parks and park facilities are available to the public, free of charge. For a fee, residents and non-residents may reserve, shelters for special activities, holiday parties, family reunions, and birthday parties, etc. No activities shall interfere with any regularly scheduled activity of the City, unless the activity will benefit the public at large. This reservation guarantees that a specific facility is reserved in the resident's name. This reservation does not reserve the park, only the shelters within the park. No damage deposit will be required for the reservation of a shelter.

Shelters available for reservation include:

Riverside Park

Shelter A	Near Pond and Swimming Pool
Shelter B	beside Playground
Shelter C	South of Shelter B
Shelter D	(Canfield) Near Nature Walk

Gateway
Fulton Heights
Brenda Joy
Jaycee
City Park

Picnic Table Rentals

Picnic tables are available to the public for rental by filling out a rental form agreement. Any citizen desiring to reserve tables must pay a fee to obtain a **Facilities Reservation Permit**. Picnic tables must be reserved two (2) weeks in advance. All fees and deposits are considered non-refundable, and must be paid in full at the time the reservation is made. A security deposit as specified in the City's fee schedule is required on any picnic table rental. The security deposit will be refunded once the tables are returned in satisfactory condition. Tables must be loaded and unloaded by the renter. Tables must be picked up and/or returned during the hours of 7:30 a.m. and 3:30 p.m. Monday-Friday or by appointment with Park Staff.

Delivery of tables is available for City of Fort Morgan sponsored events or by separate agreement only. Delivery service will not be provided to private rentals.

Riverside Park Camping Area (RV and Tent Camping)

Camping is permitted in the designated camping area within Riverside Park. Camping is limited to no more than five (5) days in a thirty (30) day period. No motor vehicle, travel trailer or camper shall be left unattended for more than forty-eight (48) hours. The

dumping of RV waste is prohibited in the park. Please inquire about RV dumpsites in the area.

Show Mobile Reservations

The Showmobile is available weekdays and weekends for year-round setup.

Delivery of the Show Mobile is limited to paved locations within a one mile radius of the city limits and to City-owned property outside of the city limits. Prior to setup of the showmobile a City representative shall determine that the location is suitable for setup of the showmobile and that such location contains the appropriate electric services necessary for its use. Should it be determined that the location is unable to support the needs of the showmobile, the City of Fort Morgan reserves the right to refuse the use of the showmobile.

Upon delivery, a set of showmobile keys will be given to a representative of the group or the person in charge and liable for the show mobile. An orientation will be given to said person covering the set-up, operation, teardown, and emergency weather condition requirements of the show mobile. On the day of removal, the person in charge shall meet with City Staff to return the keys and determine any issues that may have arisen during use.

City Parks

City parks may be reserved for cultural and community activities by individuals, community groups, and IRS 501(3) users on a first-come basis when it is not scheduled for a City function. Events held at city parks must be made available to the public at all times. Reservations for city parks must be made three (3) weeks in advance of the event.

The following facilities may be rented for one-day, or a multi-consecutive day events. If the event is a structured on-going event, please refer to Community Organizations and Structured Events.

- Baseball/Softball/Soccer Fields
- Disk Golf Course
- In-Line Hockey Rink
- Tennis Courts
- Skate Park
- BMX Track

All maintenance and field prep for all of these facilities will be coordinated and approved by the Parks Superintendent. An additional fee may be imposed for any event that requires special prep or maintenance of a facility and such fee will be added to the rental fee.

Street Closures

Any request to close a street must be filed through the police department. Any closure may require the filing of a petition, which includes the signatures of adjacent property owners and a diagram outlining the requirements of such closure.

Community Organizations and Structured Events

Any organization wishing to use any athletic field, recreation facility, equipment, golf course, open space or park, belonging to the City of Fort Morgan for the purpose of establishing an organized athletic program of competition, or special event shall enter into an agreement with the City of Fort Morgan prior to any event being held..

A general liability policy, naming the City as an additional insured for an amount of at least one million dollars (\$1,000,000) shall be required and a **Memorandum of Understanding** or **Use Contract** will be drafted outlining the responsibilities of the organization and shall be approved by the City Council prior to any event being held.