

# Boulder County Parks and Open Space Group Use and Special Use Guidelines

Modification Date: May 21, 2009

## Introduction

The Mission of Boulder County Parks and Open Space (BCPOS) is “To conserve natural, cultural and agricultural resources and provide public uses that reflect sound resource management and community values.” Pursuant to Rule 18 of the Boulder County Parks and Open Space Rules and Regulations:

**Group use reservations are required for any group of 25 or more. Requests must include the group affiliation, dates and time of use, trails or areas to be used and other details of the use. If, in the opinion of the Board or the Director, the activity will cause significant impact to the natural environment or will require significant Departmental resources, the County may prescribe a fee that includes the costs expected to be incurred by the Department, or deny permission for the activity.**

In addition, pursuant to Rule 25 of the BCPOS Rules and Regulations, users may request permission to hold events of less than 25 people that could have a larger impact on the BCPOS system or otherwise require Department approval of an exception to the Rules and Regulation, referred to herein as a Special Use. The following guidelines pertain to all BCPOS areas, except the Boulder County Fairgrounds, and are designed to provide information on both Group Uses and Special Uses on BCPOS areas. Group Uses and Special Uses each require issuance of a Special Use Permit.

## What requires a Group Use or Special Use Permit?

1. Organized non-profit events of 25 people or more (educational or environmental)
2. Passive recreational uses of 25 or more people (including nature study, hiking, climbing, photography and if specifically designated, bicycling, horseback riding or fishing)
3. Any exemption to the Parks and Open Space Rules and Regulations (entering closed areas, fund raising, research, after hours use)

## What will not be permitted?

1. Concerts, amplified events
2. Commercial uses
3. Sale of alcohol on open space properties
4. Ground Fires
5. Any use that violates county or state law

## Criteria used by staff for evaluating Group or Special Use Permit applications

1. Is activity consistent with BCPOS mission?
2. Will there be impacts from activity on natural environment (natural and cultural resources, riparian acres, wetlands, and sensitive species), season, time, intensity, duration, special facilities?
3. Will there be impacts on adjacent public and private lands (noise, traffic, trash, parking)?
4. Will this impact other users/uses of BCPOS (safety, potential conflicts, time of day/week, trailheads, special facilities)? Competitive events are not encouraged and will be evaluated on a case-by-case basis.
5. Does this comply with appropriate County POS regulations (attached)?
6. Will this require County staff and equipment (enforcement, monitoring, education)?
7. Is an alternative site available where this use is permitted? Is use appropriate for this area?
8. Are toilet/parking facilities available to accommodate proposed special use?
9. What are the benefits to BCPOS, other municipalities, adjacent landowners, and the community?

## Criteria for Requiring Liability Insurance

1. Any use that would endanger the public using the property, or potentially cause damage to a facility
2. Any use of the POS property in a way that is different in kind or degree than the manner in which the general public uses the area

**NOTE: Approval is for Boulder County Parks and Open Space Property only.**

## Boulder County Parks & Open Space Group or Special Use Application

5201 St Vrain Road

Longmont, CO 80503

Attn: Sukey Williams

Direct Line: 303-678-6222

Fax: 303-678-6178

Email: [swilliams@bouldercounty.org](mailto:swilliams@bouldercounty.org)

**HAVE THIS FORM WITH YOU AT YOUR SCHEDULED EVENT!**

**CAR-POOLING HIGHLY RECOMMENDED!**

- 1) General requirements for special uses on Boulder County Parks and Open Space:
- 2) Group Reservations are required for all groups of 25 or more.
- 3) All applicants are required to submit their completed application at least 14 days in advance of the planned event. We recommend that applications be submitted as early as possible for event scheduling.
- 4) Approval of event does not give exclusive rights to a location or parking facility.
- 5) If, in the opinion of the Board of County Commissioners or the Director of the Parks and Open Space Department, the activity will cause significant impact to the natural environment or will require significant Departmental resources, the County may prescribe a fee that includes the costs expected to be incurred by the Department, impose other use restrictions, or deny permission for the activity.
- 6) At the sole discretion of the County, the applicant may be required to obtain insurance. User group shall procure and maintain, at its own expense, and without cost to the County, the following kinds and minimum amounts of insurance for purposes of insuring the liability risks which the user group has assumed until this Agreement has expired or is terminated. The user group shall provide Certificates of Insurance to Boulder County demonstrating that the insurance requirements have been met prior to the commencement of the event under this Agreement. The Commercial General Liability certificate shall indicate **Boulder County as an ADDITIONAL INSURED.** (See “Insurance Required?” on the next page).

**The Additional Insured wording should be as follows:** “County of Boulder, State of Colorado, a body corporate and politic, is named as Additional Insured.”

**Certificate Holder Is:** BOULDER COUNTY

Certificate(s) should be mailed to:

BOULDER COUNTY  
Attn: Risk Manager  
P. O. Box 471  
Boulder, Colorado 80306

And a copy mailed or faxed to:

Boulder County Parks and Open Space Department  
Attn: Administrative Division Manager  
5201 St. Vrain Road  
Longmont, Colorado 80503  
FAX: (303) 678-6177

## Group Use and Special Use Information

**Contact Name:**  
**Organization:**  
**Address:**  
**Phone:**  
**Email:**  
**Fax:**  
**Group Affiliation:** Public \_\_\_\_ Private \_\_\_\_ Non-profit \_\_\_\_

**Park Requested:**  
**Date Requested:**  
**Time Range Requested:**  
**Number of Participants/Event Staff:**  
**Number of Observers:**  
**Number of Cars:**

**Insurance Required?**

YES / NO: If Yes, Boulder County has determined that due to the nature of this request, one or more of the applicable insurance policies listed below must be submitted. It is your responsibility to submit the appropriate insurance policy paperwork. **This Group/Special Use request will not receive final approval until all paperwork has been submitted.** (See page 2, item 6 for specifics)

- a) Commercial General Liability: Minimum limits of \$600,000 combined single limit for each occurrence.
- b) Automobile Liability: Minimum limits of \$600,000 combined single limit for each occurrence.
- c) Workers Compensation and Employers Liability: Minimum limits of \$100,000/Each Accident.

**Detailed Description of Activity:** (Event organization and implementation, carpooling and parking strategies, safety measures, clean-up. Please attach a map of the area.)

I agree to hold the County harmless for any injury growing out of my use of this event held on County property.

**Signature of Applicant** \_\_\_\_\_  
Date

Please either email ([swilliams@bouldercounty.org](mailto:swilliams@bouldercounty.org)), fax (303-678-6178), or mail a signed copy of this contract to: Boulder County Parks, Attn: Sukey Williams, 5201 St. Vrain Road, Longmont, CO, 80503  
Take a copy of this contract with you to your event. Thank you.

**Staff Use Only:**

Approved Group Use	Denied Special Use
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E-mailed Notice:	Resource Manager Operations Manager & Supervisors Resource Protection Natural History Specialist
N/A	Public Notice on Site