

TOWN OF MONUMENT PARK RESERVATION POLICY

I. POLICY STATEMENT: The Town of Monument (Town) is responsible for managing the Town's parks for the enjoyment of the public. The Town of Monument Park Reservation Policy (Policy) is established to ensure that the use of Town Parks: 1) aligns with the Town's core mission, vision and values; 2) provides equitable and fair access to all users; 3) remains equitably and fairly priced; 4) operates in a fiscally responsible manner; and 5) supports a healthy, safe, vibrant and sustainable community.

II. POLICY PURPOSE: The purpose of this Policy is to provide an effective framework for the administration of the park reservation program. The intent of this Policy is to guide the access, reservation, and use of public parks by residents, community organizations and businesses.

III. POLICY: Because parks and open spaces improve physical and psychological health, strengthen our communities, and make our communities more attractive places to live and work, Staff determines that it is the best interest of our community to limit the reservable and exclusive use of our park system to those facilities specified in this Policy.

IV. RESERVABLE FACILITIES:

DIRTY WOMAN CREEK PARK: Dirty Woman Creek Park is located at 304 Mitchell Ave. The reservable facilities at Dirty Woman Creek Park include: (1) the Pavilion and the Grills on the north end of the Pavilion, and (2) the Sports Field.

SANTA FE TRAIL BASEBALL FIELDS: The Santa Fe Trail Baseball Fields are located at 99 Santa Fe Ave. There are two reservable baseball fields on site and are referred to as the "North Field" and the "South Field".

V. RESERVATION FEES: Reservations shall be made according to the Town fee schedule defined by the Board of Trustees.

VI. RESERVATION CALENDAR: Reservation applications that request date(s) more than one year in the future will not be accepted. Reservation applications received without at least 14 days' notice will not be accepted.

VII. RESERVATION APPLICATION REQUIREMENTS: Reservation applications can be obtained in person at Town Hall or on-line at www.townofmonument.org. Applications are accepted on a first-come, first-served basis. Applicants must be at least 21 years of age; and when applicable, the applicant must be authorized to reserve facilities on behalf of an organization. Exclusive use of the reservable facilities requires an approved reservation application as evidenced by a reservation confirmation. Reservation confirmations are nontransferable, and the applicant must be present to the entire event. It is the responsibility of the applicant to provide proof of reservation in the form of a reservation confirmation upon the request of a property identified Town employee. The Town reserves the right to relocate or modify reservations to meet safety requirements, or to ensure equitable access to all members of the public. The Town may limit reservation hours and usage to accommodate Town or Community events or programs, facility maintenance, or unforeseen circumstances. Affected applicants will be offered changes to their existing reservation and/or refunds. To ensure public safety, the Town may access all

activates/events in order to confirm rules, regulations, Town ordinances, and other applicable laws are being observed. Reservations may be canceled due to the misrepresentation or falsification of information, and/or the failure to comply with Town policies and procedures. Such cancellations may be subject to forfeiture of all fees and deposits paid.

VIII. PAYMENTS, DEPOSITS and INSURANCE:

PAYMENTS: Payment must be made in full prior to the approval of any reservation. Reservation applications submitted without payment will held until the end of the month they were submitted. If payment is not received within the calendar month, the reservation request will be deleted.

DEPOSITS: Applicants must submit a refundable damage deposit at the time of application. Deposits will be refunded provided no damage occurs to the reserved facility during the hours the applicant has the facility reserved.

INSURANCE: The Town may require applicants to provide limited liability insurance for reservations. Insurance requirements are determined based on the Town's risk assessment of the event. Insurance requirements vary by the type of event, facility location, and number of anticipated participants, and are subject to change without notice. Insurance requirements must be fulfilled prior to approval of the application, and proof of insurance must be provided 30 days prior to the event.

IX. RESERVATION CANCELATIONS AND CHANGES: Cancellations must be made at least 48 in advance in order to qualify for a reservation fee refund. The non-refundable maintenance fee will not be refunded in the event of a cancellation. Changes to an approved reservation application may require the submission of a new reservation application.