

2023 PARKS AND TRAILS USE POLICY



USE POLICY FOR PARKS, FIELDS, TRAILS AND SHELTERS

9651 S. Quebec St.
Littleton, CO 80130
parksandtrails@douglas.co.us
720-733-6990

www.douglas.co.us/parks-trails-building-grounds/parks-trails/



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Contact Information

Douglas County Department of Community Development
Parks, Trails and Building Grounds Division
Highland Heritage Regional Park
9651 S. Quebec St.
Littleton, CO 80130
parksandtrails@douglas.co.us
720-733-6990

Definitions

Concession Permit is a permit that Parks, Trails & Building Grounds issues to a person or business entity to provide commercial activities, including goods or services in a park, for up to one year.

Exercise Camps include only fitness-related activities that last up to two hours per day and involve fewer than 30 participants.

Historical User Group is an athletic group that has a prior history of Douglas County athletic field usage, annually spanning entire sports seasons and has priority for reserving the fields based on their previous record of use.

Park Facility is any facility or portion of the park and includes, but is not limited to, shelters, trails, sports fields, amphitheater, parking lots, grass areas, and others.

Permit is a revocable written document issued by Parks, Trails & Building Grounds to a person, group, or entity granting a reservation of any Park Facility.

Special Event is any event outside the normal range of hours and typical facility usage provided by Parks, Trails, and Building Grounds.

Large Event is any event with 200 or more participants.

Tournament is defined as multiple teams competing in a series of games.

Park Rules and Regulations

A complete list of park rules and regulations is located [online](#).

The following are prohibited at all Douglas County Parks and Trails, unless posted otherwise:

1. Boating (except at Rueter-Hess Reservoir)
2. Commercial activity without the proper permit
3. Destruction or damage of any park property
4. Discharge or other use of any firearms and projectiles (rockets, arrows, darts, etc.) that may harm others
5. Disorderly conduct
6. Domestic pets must be on a leash at all times
7. Driving vehicles in undesignated or unauthorized areas
8. Fires, campfires, or burning of any material
9. Fireworks
10. Glass containers
11. Harassment of livestock or wildlife
12. Littering or dumping of any kind
13. Off trail activity
14. Overnight camping
15. Parking vehicles in an undesignated or unauthorized areas
16. Parks and Trails are open from one (1) hour before sunrise until one (1) hour after sunset, unless otherwise permitted. It is prohibited to occupy property when it is closed
17. Removal of any park property or natural, historic, or cultural resources
18. Speed limit within parks - 20 MPH - unless otherwise posted
19. Swimming
20. Use of metal detectors

Douglas County requires all users to be responsible for the actions of its participants, including educating them about what is allowed and not allowed within the park. Violation of any rules and regulations could result in additional fees, including, but not limited to, damages, cost of equipment and materials used for necessary repairs, as well as manpower at a current rate per person, per hour.

These rules and regulations are enforced by the Douglas County Sheriff's Office.

Authorization:

Douglas County Resolution # R-013-153 Douglas County Park Rules and Regulations Adopted December 18, 2013, Recorded at Reception # 2013096852

Emergencies

For after-hour park use emergencies contact the Douglas County Sheriff's Office at 303-660-7500 or call 9-1-1 if the circumstances warrant. They will contact Parks Maintenance staff if needed, or law enforcement personnel, if appropriate.

Facilities Use

Trash

Please be respectful of other park and trail users and keep the parks and trails clean. Inspect the used park facilities and areas around you for trash, litter, or spilled food. Trash containers are provided in most park areas. If no container is provided, please pack out all trash, leftover food, and litter.

Temporary Structures

Setup of additional items in the park, which include, but are not limited to, bounce houses, canopies, tents etc., are permitted with prior approval from Parks, Trails and Building Grounds. These temporary structures are not provided by Douglas County. Staking temporary structures to the ground is prohibited, please use only lead and sand weights to secure.

Open Fires and Grills

Open fires and charcoal grills are prohibited. Gas grills and gas fire rings are allowed only in designated areas. Grills are not allowed on the tables, grass, or turf. No grease should be left after using a gas grill. Please follow current fire ban restrictions. Most information about current fire ban restrictions can be obtained at the Sheriff's Office website.

Food Trucks

Food trucks that sell concessions must apply for a Concession Permit by sending a request to parksandtrails@douglas.co.us. Food trucks that serve private events do not require permits.

Alcohol

It is prohibited to consume alcoholic beverages on any County Facility or sell alcoholic beverages on any County Facility without a liquor license. For liquor licensing questions please contact the [Local Liquor Licensing Authority](http://LocalLiquorLicensingAuthority.com) at liquorlicense@douglas.co.us.

Restrooms, Trash Receptacles for Large Events and Tournaments

Large events and tournaments may require additional items, that include but are not limited to, restroom facilities, trash receptacles and fences. Douglas County Parks, Trails and Building Grounds reserves the right to mandate these additional items based on event size and location. Please coordinate with staff regarding the quantity and location of additional items required for your events. Douglas County does not provide or maintain any additional items, it is the user's responsibility to pick up trash and re-stock supplies throughout the event.

Traffic Management for Large Events and Tournaments

Large events and tournaments may require traffic control. Please contact Douglas County Sheriff's Office at 303-660-7500 to determine if it will be necessary to hire Sheriff staff to direct traffic, etc.

Your large event may require a Douglas County Public Works Engineering Traffic Special Event Permit. Please visit [Public Works Engineering website](#) for requirements and instructions.

Concession Stands and Buildings

To reserve concession stands or concession buildings please apply for Concession Permit by sending an email request to parksandtrails@douglas.co.us.

Scoreboards

Users may use the scoreboards where applicable. The scorekeeper's booth is the sole responsibility of the user that reserves the field. Users are responsible for removing trash and cleaning the booth after each use.

Keys and Locks

Keys will be issued to users for the scorekeeper's and concession buildings, if applicable, and must be returned to Parks, Trails and Building Grounds at the end of the season. Any lost or damaged keys will result in a \$500 charge. If duplicate keys are needed due to misuse, damage, etc. there is a \$25 charge. No lock is to be changed without permission from Douglas County. If any locks are cut, Douglas County will assess damages against the responsible user and re-evaluate future use of the buildings and fields.

Field Open and Closed Dates

Natural turf fields are closed for any organized group activity from November 15 through March 1. If ice, snow or excess moisture due to rain or damaged irrigation is present on natural turf fields prior to November 15 and after March 1, field use is not permitted. Natural turf fields may be closed for any organized group activity from May 22 through July 31 if the fields require maintenance.

Synthetic turf fields are used year-round, weather permitting. If ice or snow is present, synthetic field use is not permitted. If a user is using the field (synthetic or natural) and it starts snowing and begins to accumulate, cease play and vacate the field.

Snow Removal

Users are prohibited from removing snow on any field including synthetic fields. No one is allowed to use the fields until all snow has melted and field use has been approved by Parks, Trails and Building Grounds.

Field Lights

Field lights are controlled by an Internet-based lighting system, which automatically turns the lights on and off according to the schedule given by the user. Each user is responsible for providing Parks, Trails and Building Grounds with a light schedule. Schedules must be submitted online at least three days in advance and must be accurate according to practice and game times for each day.

Parks, Trails and Building Grounds staff turns off the lights in case events are cancelled by Douglas County. Otherwise, each user must assign a designated representative to call Control Link for lights to be turned off in the event practices or games end earlier than scheduled or cancelled by the user.

Field Preparation

A user must provide Parks, Trails and Building Grounds with three calendar days' notice, or more, to have a field prepped for game day. Douglas County prepares fields for use, for the FIRST game only, each day to help ensure safe playing conditions. Once fields have been prepped, Douglas County will not re-prep even in the event of inclement weather. The user is responsible for maintaining the field throughout the remainder of the day (fill in holes, rake, and line, if needed). The users are not allowed to add any materials to the fields. Field preparation is not conducted on holidays and motorized vehicles are NOT allowed on any fields.

Synthetic Turf Information

To preserve turf quality and provide a clean, safe and healthy environment, the following are prohibited on synthetic turf fields, NO EXCEPTIONS:

- Heaters (gas or electric)
- Scaffolding
- Tables
- Metal cleats
- Motorized vehicles
- Fireworks
- Cigarettes or tobacco products
- Sunflower seeds or shelled nuts
- Gum
- Food
- Hard candy
- Soda, juice, etc.
- Pets of any kind
- Stakes, posts, poles or markers (only freestanding field markers and sports equipment may be used on the surface, unless underground sleeves are available)

Douglas County requires all users to be responsible for the actions of its participants including educating them about what is allowed and not allowed on synthetic fields.

Damages to Park Facilities and Policy Enforcement

If any use policies are violated, the user will be charged a minimum fee of \$500. For each additional occurrence, a \$50 charge is added to the previous amount charged (for example, the second occurrence is \$550). Additional fees may be charged, if necessary to cover the cost of repairs. The user will be billed at the current market rate per person, per hour plus the costs of equipment and materials for necessary repairs. Continued violations may cause the user's privileges to be revoked.

Any violations of the use policies by users will be enforced at the discretion of the Director of Parks, Trails and Building Grounds or their designee.

Reservation Process

Public Reservations

Park Facilities are available for use on a first-come, first-served basis unless they are reserved.

Reservations are required for groups of 15 or more. For smaller groups it is recommended to make a reservation of the Park Facility to secure the location for the event.

Reservations are made for the current year only, beginning on the first working day in January.

To make a reservation, please visit [Douglas County Event Portal](#). A permit will be emailed to you once you submit the payment. Please make sure to sign the permit and have it with you on the day of your event. Reservations can be made 24 hours before the time of intended use if the site is unreserved or otherwise available.

For any questions regarding the reservation process, please forward them to parksandtrails@douglas.co.us.

Users are permitted for a specific Park Facility for up to the entire day. No other users should be using the Park Facility during this time without a permit issued by Parks, Trails and Building Grounds with exception of trails. Trails remain open to the public, regardless of the event.

Users are prohibited from subleasing, contracting, or appointing any Parks Facility to another user without written approval of the Director of Parks, Trails and Building Grounds or their designee.

Historical User Group Field Reservations

Historical User Group Field Reservations must be submitted online between November 1 and December 31 of the previous year. Requests received after January 1 of the current year will be reviewed on a first-come, first-served basis.

Field requests that overlap in time are prioritized in the following manner with the top one given the highest priority:

- Douglas County Historical Users in good standing with prior history of usage
- Public users

Historical User Groups may lose their status if they do not use reserved fields during their permitted time for any other reason than inclement weather. Historical User Groups will not lose their field usage priority by letting the general public use any fields during their reserved time.

User Responsibility and Indemnity

During the date(s) and time(s) this Permit is in force, Permittee takes full responsibility for all accidents, injuries, damages, or loss of property, including personal and Douglas County property. Permittee agrees to indemnify and hold harmless Douglas County and its officers, agents, and employees from any and all claims, costs, expenses and attorneys' fees resulting from use of the facilities. Permittee hereby releases, waives, discharges and covenants not to sue Douglas County, its officers, agents, and employees on account of injury to person or property caused by the negligence of Douglas County.

Insurance

Users are required to provide insurance coverage per Douglas County Policy.

Events and Groups that Require Insurance:

- Large Events
- Ongoing rentals such as Historical User field reservations, exercise camps etc.
- Private events with a third-party vendor, such as a company providing bounce houses, entertainer, activity provider etc.
- Vendors that apply for Concession Permits
- Equestrian events
- Rentals with activities that are not consistent with typical facility usage and/or that involve additional liability risks.

Events that Do Not Require Insurance:

- Private events under 200 people and that do not meet any of the above criteria

Douglas County reserves the right to require a certificate of insurance from any group or organization whose activities in the opinion of the County warrants such coverage.

The following are required per Douglas County Policy:

1. The applicant agrees to procure and maintain an A- or better rating as determined by Best's Key Rating Guide, the following policy of insurance at their own expense:
 - a. Commercial General Liability Insurance with minimum combined single limits of ONE MILLION DOLLARS (\$1,000,000) each occurrence and TWO MILLION DOLLARS (\$2,000,000) aggregate. The policy will be applicable to all premises and operations. The policy will include coverage for bodily injury, broad form property damage (including completed operations), personal injury

(including coverage for contractual and employee acts), blanket contractual, independent contractors, products, and completed operations. The policy will contain a severability of interest provision.

2. The required Commercial General Liability Policy will be endorsed to include Douglas County as a Certificate Holder and name Douglas County, its officers and employees, as additional insured's. A waiver of subrogation in favor of Douglas County, it's officers and employees.
3. The Certificate of Insurance will be provided to Douglas County by the insurance agent or carrier as evidence that the policy providing the required coverage, conditions, and minimum limits are in full force and effect. The completed Certificate of Insurance and any notices, within 20 days of cancellation, termination or material change will be sent to parksandtrails@douglas.co.us or:

Douglas County
Attn: Parks, Trails and Building Grounds
100 Third Street
Castle Rock, CO 80104

4. The applicant understands that Douglas County is relying on and does not waive or intend to waive by any provision of this policy, the monetary limitations or any other rights, immunities and protections provided by the Colorado Governmental Immunity Act, Sections 24-10-101 et seq., C.R.S., as from time to time amended, or otherwise available to Douglas County, its officers, or its employees.

Payments, Cancellations and Refunds

Public reservations

Payments for all Permits with exception of Historical User Group field reservations, are due in full upon issuance of a Permit. Failure to pay by the time of the requested use results in an automatic rejection and revocation of the Permit.

You can reschedule your event 24 hours prior to the time of intended use. Special Events and Large Events can be rescheduled depending on availability.

You can cancel your event due to inclement weather or other reasons. All cancellation requests must be submitted via email to parksandtrails@douglas.co.us 24 hours prior to the time of intended use. Please include the permit number, location, and date of your reservation. If you do not send a cancellation request 24 hours prior to the time of intended use, your permit will not be refunded unless upon written approval of the Director of Parks, Trails and Building Grounds or their designee.

Historical User Group Field Reservations

Payments must be submitted within 30 days of the invoice receipt.

Once a Historical User Group has reserved fields and a permit has been issued by Parks, Trails and Building Grounds, no cancellations or refunds will be given unless games are cancelled due to inclement weather and cannot be rescheduled. The user is responsible for all fees associated with the permit even in the event the field is not used.

Weather Cancellations

For the safety of all players, the following rain and snow cancellation policy will be implemented for all users:

- If inclement weather conditions exist, the user is responsible for checking field status by calling the Weather Hotline at 720-733-6999. The Weather Hotline is updated by 3:00 p.m. on weekdays and 6:00 a.m. on weekends.
- If inclement weather conditions occur after 3:00 p.m. or on weekends after 6:00 a.m., the user's representative must exercise their own discretion to cancel games. If a user makes such a decision, a notification must be sent to parksandtrails@douglas.co.us the next business day to receive a 100% refund for weather-related closures.
- With the approval of Douglas County staff, the user can decide using the fields if the snow melts off after 3:00 p.m. or on weekends after 6:00 a.m. and fields are safe to play. Snow removal is prohibited!

Lost and Found

If you have lost an item in a Douglas County Park, there is a chance we are holding it in our lost and found. Please call the Douglas County Parks, Trails and Building Grounds at 720-733-6990 or visit our office at the Highlands Heritage Regional Park. This office is open weekdays from 6:30 a.m. until 3 p.m. Items are held for at least 30 days before they are donated to local charities.

2023 PARKS AND TRAILS FEE SCHEDULE

NATURAL TURF ATHLETIC FIELDS (BASEBALL/SOFTBALL/LACROSSE/SOCCER/FOOTBALL)

Field	\$50
Lights	\$35
Layouts/ Dimensions*	\$35 per layout
Tournaments	\$240

*The fee for the layouts is charged based on the quantity of the layouts requested to be prepped on one field.

NATURAL TURF ATHLETIC FIELDS (BASEBALL/SOFTBALL/LACROSSE/SOCCER/FOOTBALL)

Field	\$100
Lights	\$35
Tournaments	\$270

TRAIL USE

0-150 Participants	\$175/ day
151-199 Participants	\$275/ day

SHELTERS

All Shelters	\$75/ day
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AMPHITHEATER

Full Day **	\$140
Half Day **	\$75

** Events with less than 200 participants.

OTHER FEES

Exercise Camps	\$250/ year/ park
Concession Permits	\$250/ year/ park
Grass Area Next to Shelters	\$100/ day
Parking Lot or Staging Area	Determined by event size
Dog Parks	\$255/ day
Fishing Dock	Determined by event size

Large Events

Douglas County approval of large events and the fees applied are determined by several factors, which include, but are not limited to, parks space occupied, area fit for the event, impact on the park, safety concerns, access to the public and whether other users of the park can continue enjoying the park during the event.

Please submit your Large Event Application at least 30 days prior to your event. If you hold an annual event and would like to request the same date for the following year, please submit your application between November 1 and December 31 of the current year. Requests received after January 1 of the current year will be reviewed on a first-come, first-served basis.

Your large event may require a Douglas County Public Works Engineering Traffic Special Event Permit. Please visit [Public Work Engineering website](#) to see if your event qualifies and follow the instructions provided.

Large Events Fee Schedule

Parks: Highland Heritage Regional Park, Fairgrounds Regional Park, Challenger Regional Park, Bayou Gulch Regional Park

Access to the public	Area occupied		
	under 25%	25%-50%	over 50%
Free access	\$1,210 / day	\$2,420 / day	\$3,630 / day
Paid access			
No access	\$2,420 / day	\$4,840 / day	\$7,260 / day

Parks: Dupont Park, Pinery Park, Perry Pines Park, Whispering Pines Park

Access to the public	Area occupied
	over 50%
Free access	\$800/ day
Paid access	\$1,600 / day
No access	

Information about Douglas County Parks and Trails

[Bayou Gulch Regional Park](#)

[Bingham Lake Park](#)

[Bluffs Regional Park](#)

[Challenger Regional Park](#)

[Chatfield East Park](#)

[Cherry Creek Regional Trail](#)

[DOTTS Park](#)

[Dupont Park](#)

[East West Regional Trail](#)

[Fairgrounds Regional Park](#)

[Highland Heritage Regional Park](#)

[High Line Canal Regional Trail](#)

[Perry Pines Park](#)

[The Pinery Park](#)

[Springer Park \(Silver Heights\)](#)

[Whispering Pines Park](#)