



TOWN OF FIRESTONE EXTERNAL PARK USE POLICY

With permission from the Town of Firestone, individuals or businesses may use Town-owned parks to conduct business or commercial activities. Those who wish to obtain permission must first complete the External Park Use Request Form and submit it to ParkandFields@firestoneco.gov. Users who want to use a park on an annual basis for the summer and fall seasons must submit the Request Form by March 1st. All other applications must be submitted at least 60 days prior

Once the Request Form is received, staff will review it and work with the applicant to ensure availability and answer any questions. Once all applicable documents are received, and fees have been paid, a final permit will be issued to the user.

Please Note: priority will be given to Carbon Valley Parks & Recreation District to schedule youth and adult programming for the community.

Administrative Policies

- The External Park Use Request Form must be completed annually.
- The Town of Firestone determines the fees associated with external park usage and has the right to modify or change the fees assessed at any time.
- The Town of Firestone reserves the right to cancel permits at any time.
- Users must have an active business license issued by the Town of Firestone. Permits will not be issued until proof of license is provided.
- Any request for use will require the individual or business to obtain a liability policy with the Town of Firestone listed as “additionally insured.” Permits will not be issued until proof of insurance is provided.
- The External Park Use Request Form is not intended to be used for permitting of any special events. All external special events must complete the proper Special Event Permit paperwork. More information can be found at www.firestoneco.gov/specialevents.
- Applicant must read, review and acknowledge the following Park Use Rules & Regulations:

Park Hours

All Town of Firestone parks open 1 hour before sunrise and close 1 hour after sunset. Users are expected to be respectful of the park neighbors, especially if the park use is early morning or later in the evening.

Park Lights

Park lights will automatically turn on at dusk and turn off at dawn.

Inclement Weather

The Town of Firestone is not responsible for alerting park users of any inclement weather. There will be no refunds granted for inclement weather delays or cancellations.

Playground, Picnic Tables & Shelters

Once a permit is issued, the users may utilize all features within the park. Please note, that the park will not be closed to the public during the permitted use.

Restrooms & Trash

It is expected that park users dispose of any trash in the appropriate receptacles. The public restrooms are typically open from April – October, depending on cold weather. If the public restrooms are closed or out of order, the facility will be clearly marked.

Parking

Users should park in the designated park parking lots. If the park selected does not have a parking lot, users must park adjacent to the park.

Electrical Outlets

Users can utilize the electric outlets that are within the parks. Please note that not all parks have power. Any needed power boxes or cords must be provided by the user.

Sprinklers & Park Maintenance

The Town of Firestone will schedule the sprinklers to be off during the reserved times. Park maintenance, such as mowing, trimming, etc. may occur during the reserved times. Any large park improvement projects will take precedence over any permitted events.

Snow Removal

The Town of Firestone is responsible for snow removal within all parks. Users may not remove snow from fields, sidewalks or parking lots.

Posted Park Rules:

- No glass
- No alcohol
- No fighting
- No firearms
- No littering
- No structures
- Noise ordinance enforced
- Keep bicycles off the grass
- Vehicles permitted in designated areas only
- No fires. Only gas barbeque stoves are permitted.
- Animals must be kept on a leash at all times and picked up after



TOWN OF FIRESTONE EXTERNAL PARK USE REQUEST FORM

Name: _____

Business Name: _____

Firestone Business License Number: _____

Address: _____

Phone Number: _____

Email Address: _____

Rental Description: _____

Location Request (check all that apply)

- | | | |
|--|---|---|
| <input type="checkbox"/> Aisik's Meadow Park – Dog Park | <input type="checkbox"/> Jacob H. Firestone Memorial Park | <input type="checkbox"/> Patterson Park |
| <input type="checkbox"/> Firestone Regional Sports Complex | <input type="checkbox"/> Miners Park | <input type="checkbox"/> Prairie Ridge Park |
| <input type="checkbox"/> Harney Park | <input type="checkbox"/> Mountain Shadows Park | <input type="checkbox"/> Sagebrush Park |
| <input type="checkbox"/> Hart Park | <input type="checkbox"/> Neighbors Point Park | <input type="checkbox"/> Settlers Park |
| | <input type="checkbox"/> Onorato Park | <input type="checkbox"/> Stoneridge Park |

Requested Date(s) of Use: _____

Requested Time(s) of Use: _____

If easier, please attach a schedule or calendar to show the requested dates and times.

ADDITIONAL DOCUMENTS NEEDED

Permits will not be issued until the following documents are provided:

- | | |
|---|---|
| <input type="checkbox"/> An active business license issued by the Town of Firestone | <input type="checkbox"/> A liability policy with the Town of Firestone listed as "additionally insured" |
|---|---|

PARK USAGE FEE

The Town of Firestone will charge the following fees for park usage: \$150/month

SIGNATURE

By signing this request form, I agree that I have read and under the conditions of the External Park Use Policy from the Town of Firestone. I understand that I must respond in a timely manner to requests for additional information and be available to meet with staff regarding any questions surrounding my request. I acknowledge that the information contained in this application is true, correct and complete to the best of my knowledge.

Signature: _____ Date: _____