

Permit No. \_\_\_\_\_

## Sterling Hills West Metropolitan District Park Use Permit

**Deposit.** I understand there is a \$250.00 damage deposit for a park use permit. The deposit will be returned once the event is over and the area has been inspected and found free of damage, trash and debris, and provided the permit holder has complied with the conditions of the permit.

Initials \_\_\_\_\_

**Usage Fee.** I understand there is a \$50.00 usage fee per rental. Pavilions, large grassy areas and ball fields can be reserved. I understand playgrounds and play equipment cannot be reserved. Each area requires its own permit for reservation. This fee is to reserve the park and is non-refundable.

Initials \_\_\_\_\_

I understand the applicable deposit and usage fees are due prior to permit approval. The usage fees are charged per rental and are payable to Sterling Hills West Metropolitan District. Only one park area can be reserved at a time per deposit/permit. Please make checks payable to: Sterling Hills West Metropolitan District

Initials \_\_\_\_\_

Reservations must be cancelled 10 days in advance of the reservation to receive a full refund of the usage fee and damage deposit.

Initials \_\_\_\_\_

Permits for amplified/loud music and to possess/consume alcohol require a separate permit application and approval. I understand that if I want to play amplified or loud music or have the ability to possess/consume alcohol at the park I need to complete an additional permit. Temporary special use permits for amplified/loud music and alcohol can be found online at <https://apps2.auroragov.org/TempUsePermit/>

Initials \_\_\_\_\_

### **All of the following questions must be answered:**

1. How many people are expected with your group? \_\_\_\_\_
2. What type of event are you planning? \_\_\_\_\_
3. Will the event be advertised to the general public, i.e., anyone other than invited guests? Yes \_\_\_ No \_\_\_
4. Do you plan to have a deejay, live music or public address (P.A.) system? (Please check no if using a small radio or Bluetooth type speakers) If yes, please complete separate permit. Yes \_\_\_ No \_\_\_
5. Do you plan to charge for admission for any items at your event? Yes \_\_\_ No \_\_\_
6. Will you be using a stage at your event? Yes \_\_\_ No \_\_\_
7. Do you plan to erect a canopy larger than 20 x 20 feet? **You must use sand bags or weights to anchor your canopy, no stakes or spikes allowed as they may damage the sprinkler system.** Yes \_\_\_ No \_\_\_
8. Do you plan to promote a commercial venture in the park? Ex: Charging participation fees for an organized walk or run to benefit an organization/ nonprofit organization? Yes \_\_\_ No \_\_\_
9. Do you plan to erect an inflatable structure (i.e., Bouncy Castle)? **You must use sand bags or weights to anchor your inflatable, no stakes or spikes allowed as they may damage the sprinkler system. A generator must be used; electricity is not provided.** Yes \_\_\_ No \_\_\_

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## **Sterling Hills West Metropolitan District Park Use Permit**

1. Park use permit includes approved area/facility/shelter as-is only. It does not include any other park area/facility/shelter.
2. Person(s) securing the park use permit are responsible for use of the area/facility/shelter and those attending the event.
3. A copy of your park use permit and, if applicable, sound permit and/or alcohol permit must be on-site at all times for review by city personnel and police if needed.
4. If a group does not relinquish the area/facility/shelter at the time of your reservation, contact the Aurora Police Department at 303-739-6000.
5. Issuance of permits are at the sole discretion of the Sterling Hills West Metropolitan District.
6. Person(s) securing the park use permit are responsible for clean-up and removal of decorations after use of the facility/shelter. Any damage to area/facility/shelter or park property related to your event may be billed to you.
7. Keep BBQ grills on concrete or asphalt only. Drown all coals and dispose off-site.
8. Vehicular access to facilities/shelters is prohibited. No access is allowed past the curbs or parking lots.
9. You must use sand bags or weights to anchor your inflatable, no stakes or spikes allowed as they may damage our sprinkler system.
10. Park hours are 5 a.m. until 10 p.m.
11. Cancellation requests received more than 10 or more days in advance will be refunded in the form of a check mailed within 3-4 weeks.
12. Due to unpredictable weather conditions, refunds are not granted if the facilities/shelters are not useable due to adverse weather conditions. Reschedules are limited to one (1) per calendar year and are based on availability.
13. District staff will post a reservation sign at the facility/shelter prior to reservation time.
14. City of Aurora Municipal Code limits residential sound levels to 55 decibels during the day, which is the sound of a normal conversation. After 9 p.m., the level drops to 45 decibels. Please be considerate of park neighbors and other park users. Keep the volume of your music and voices to a reasonable level.
15. All groups are expected to adhere to the Park Rules and Regulations posted in each park. Failure to abide by these conditions may result in the revocation of your permit and cancellation of your event.

For changes to your park use permit, please contact the Sterling Hills West Metropolitan District Representative at 720-543-9131, M-F, 8 a.m. to 5 p.m.

I have read and understand and hereby agree to the rules and regulations above and the District's Park Rules and Regulations:

Signature: \_\_\_\_\_

I agree to remove all litter and debris from the site after event:

Signature: \_\_\_\_\_

Permit No. \_\_\_\_\_

## Sterling Hills West Metropolitan District Park Use Permit

**Desired Location for reservation (please check one and specify location within Park):**

Green Park; located at S. Argonne Street and E. LaSalle Place

Location: \_\_\_\_\_

Non-refundable usage fee for Green Park is \$50.00.

Damage deposit for Green Park is \$250.00.

Blue Park; located at E. Villanova Place and S. Dunkirk Court

Location: \_\_\_\_\_

Non-refundable usage fee for Blue Park is \$50.00.

Damage deposit for Blue Park is \$250.00.

Red Park; located at E. LaSalle Place and S. Ensenada Way

Location: \_\_\_\_\_

Non-refundable usage fee for Red Park is \$50.00.

Damage deposit for Red Park is \$250.00.

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**FOR DISTRICT USE ONLY:**

Approved     Disapproved

Date: \_\_\_\_\_ By: \_\_\_\_\_

Fee:     Cash     Check # \_\_\_\_\_     Other \_\_\_\_\_

Deposit:  Cash     Check # \_\_\_\_\_     Other \_\_\_\_\_

Additional Notes: