



City of Fort Lupton Recreation Department
203 S Harrison Avenue
Fort Lupton CO 80621
Phone 303.857.4200 Fax 303.857.6421
www.fortluptonco.gov

PARK SHELTER RENTAL AGREEMENT

Rental agreement and payment assures the applicant they have sole use of the named park at the time designated on the contract.

Reservation fee: \$30.00 for first three hours

Additional hours: \$5.00 per hour

Renter Full Name: _____ Birthdate(Minimum 18 years) _____
Address _____ City _____ State _____ Zip _____
Company name: if applicable: _____ Email: _____
Primary Phone #: _____ Secondary Phone#: _____
Date of Event: _____ Start Time: _____ End Time: _____

Shelter Requested

- | | |
|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Koshio Park (1st & McKinley)
Gazebo/*Electricity Available | <input type="checkbox"/> Community Center Park Shelter 1 (Southeast)
1 table |
| <input type="checkbox"/> Railroad Park North (1st & Pacific)
Gazebo w/ 3 tables | <input type="checkbox"/> Community Center Park Shelter 2 (Northeast)
1 table |
| <input type="checkbox"/> Railroad Park South (1st & Pacific)
1 table | <input type="checkbox"/> Community Center Park Shelter 3 (Northwest)
Gazebo w/ 8 tables / *Electricity Available |
| | <input type="checkbox"/> Community Center Park Shelter 4 (Southwest)
Gazebo w/ 6 tables / *Electricity Available |

*Electricity Needed (if available): YES _____ No _____

Total Rental Fee : _____

Signature: _____

Printed Name: _____ Date: _____

PARK SHELTER REGULATIONS AND RULES

1. Renter understands that **no alcoholic beverages are allowed in the park or parking lots.**
2. Renter understands that no stakes or items put into the grass are allowed. **If water or electrical lines are punctured or damaged, the Permit Holder (renter) will be liable for costs or repairs.**
3. Motor vehicles on public property, including parks is prohibited, unless prior approval is given by the Fort Lupton Parks Department.
4. Renter agrees to replace or pay a fee equal to the purchase price for any equipment that is not returned, lost, broken or damaged.
5. Renter agrees that their group is responsible for cleaning the area and the facilities used following the end of the function. If litter containers are full or are not present, renter will remove all litter from premises.
6. The City reserves the right to **cancel** events if weather conditions would deem the area **unsafe**.
7. All reservation fees and completed rental agreement are due at time of reservation.
8. Renter must keep permit in possession during event.
9. Special requests to the Fort Lupton Recreation Department must be made a minimum of two business days before the event.

CANCELLATION POLICY

- If reservation is cancelled at least 2 weeks prior to event, a full refund will be issued.
- If reservation is cancelled less than 2 weeks from event date, but more than 24 hours, 50% of the rental fees will be refunded.
- If reservation is cancelled less than 24 hours from event date, no refund will be issued.
- If cancellation is due to weather related issues, a full refund will be granted.

Reservation Agreement : Renter must sign.

Full Name (Print)

Signature of Renter

Date

LIABILITY AGREEMENT

The renter and/or sponsoring organization hereby agrees to indemnify and not hold the City of Fort Lupton, Colorado, its officials and employees responsible for any liability or any loss of property within the premises. Applicant also agrees to release the City of Fort Lupton from any liability for the injury or death of any person arising from the utilization of said premises.

The applicant agrees to be legally responsible for the conduct and control of both their guests/participants and agrees to be financially responsible for any damages or injuries incurred or caused by them arising from the utilization of the premises.

City ordinance prohibits the use of alcohol in any public park.

Under this policy and agreement, the City assumes no responsibility or liability for the use applied for.

This is a contract. By signing below, you affirm that you have read and agree to the terms and conditions as stated and are responsible for the rental and use of the requested facilities.

Signature: _____

Date: _____

Community Center Shelter

Trash Policy

Please empty all trash cans and pick up all trash around and in the shelter before leaving. A dumpster is located on the south end of the parking lot for your convenience. There are new liners in the bottom of each trash can to replace the liners taken to the dumpster.

We appreciate your help in keeping our parks clean and beautiful.

-City of Fort Lupton Staff