ATHLETIC FIELD/COURT PERMIT HANDBOOK
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Introduction

Thank you for considering permitting athletic fields or courts with Denver Parks and Recreation. The purpose of this handbook is to provide guidance for new organizations as well as clarify any questions for existing groups.

Within this handbook, we will provide an overview of the permitting process, how to obtain an approved permit and what resources we provide to you as an athletic delegation.

Denver Parks and Recreation offers more than 100 athletic fields and courts that are available for a variety of athletic uses.
**What Do I Need to Begin?**

To begin permitting with Denver Parks and Recreation, you will need to establish your authorized agent.

**Authorized Agent**

Representative must be an employee, board member, or authorized with a letter on entity letterhead signed by an authorized employee or board member at the time of application. Applications will not be accepted without this authorization. The representative will be the only individual receiving communication from the Parks Permit Office if/until the entity provides a letter stating a change.

**ActiveNet**

Once permitting responsibilities have been established, the next step is to set up an online account in ActiveNet – our permitting management software. Within ActiveNet you can view Denver Parks and Recreation permits, and request new ones. If you are permitting as an organization, the Parks Permit Office will set up the organization’s account.

To view step-by-step instructions on how to create an online ActiveNet account as well as how to request a permit, check out the “Online Reservations Instructions” link in Section V of this document. You will also find a link to the ActiveNet website within those instructions.
What Do I Need to Begin?

Insurance

Permits are issued by season: Spring, Summer, Fall, and Winter. For detailed information on seasonal timelines, reference Section III – How Do I Get a Permit.

Any individual or organization that permits four or more dates in a given season is responsible for providing the Parks Permit Office with General Liability Insurance that spans all dates permitted. Failure to provide insurance as needed will result in the individual/organization being limited to reserving a maximum of three dates in a given season. For more information regarding the City’s insurance requirements, reference Section V—Important Links.

501(c)(3)

In some instances, the Parks Permit Office offers discounted fees for 501(c)(3) non-profit organizations. Please reference the fee sheet (found in Section V – Important Links) for more information. Organizations requesting the non-profit discount must provide a copy of the IRS letter of determination, or a letter of registration/certificate from the Colorado Secretary of State.
How Do I Get a Permit?

Permit Type

Before you reserve an athletic field or court, you'll want to consider what type of permit you need. We have three types of permits available: an athletic field permit, a court permit, and a tournament permit.

An athletic field permit is required for regular league play, practices, and games on any Denver Parks and Recreation athletic field. A court permit is required for league play matches on any park court. Please check www.denvergov.org/permits to determine if you are eligible to obtain a court permit.

Tournament permits will require additional fees and requirements to secure. A tournament is defined as an athletic/sports competition which meets some of the criteria listed below:

- Athletic/sports competition
- Bracketed or pool play (or other typical tournament format) designed to determine a winner
- Open to the general public to participate/spectate
- Collection of fees prior to and/or day of event for participants and/or spectators
- Requires exclusive use of athletic fields/complexes
- Event infrastructure that includes tents, tables, chairs, goods and services vending, food and beverage sales/service, vendors, and/or sponsors

Permitting Timeline

Permits are issued by season: Spring, Summer, Fall, and Winter. You can find details regarding the current season at www.denvergov.org/permits. Before you request a permit, you'll want to ensure that the date you are requesting is within the season that the Parks Permit Office is currently permitting.
How Do I Get a Permit?

Athletic Field and Court Type and Restrictions

Denver Parks and Recreation manages a variety of athletic field types, including synthetic turf fields, fields with lights, grass fields, baseball fields with infields, tennis courts, pickleball courts, etc. Some athletic fields and courts have restrictions, such as “youth baseball/softball only” or “closed during Summer season”

You can find a full inventory of all athletic fields and courts along with any restrictions for specific facilities listed at [www.denvergov.org/permits](http://www.denvergov.org/permits).

Closures

Before each season, the Parks Permit Office generates a list of athletic field/court closures for the upcoming season. An athletic field/court closure list can be found at [www.denvergov.org/permits](http://www.denvergov.org/permits) – check the closure list before making any permit requests to ensure your desired athletic facility is open for the season.

Find A Park

Denver Parks and Recreation has an online tool called “Find A Park” that allows you to view maps of any Denver Park. You can search by park name or by a specific park feature (ex: baseball/softball field). Alternately, you can view parks and athletic fields/courts in geographical areas of interest.

The park maps, once downloaded, will show the layout of athletic fields and courts. The maps are very helpful if you are considering permitting an athletic field/court at a park that you are unfamiliar with (please note, it is always best to visit a park in person before making a reservation request). The park maps will also help ensure that permit holders are utilizing the correct athletic field/court.

Visit [www.denvergov.org/findapark](http://www.denvergov.org/findapark) to access the Find A Park tool.
How Do I Get a Permit?

How to Request

Permits can be requested online, in person, or at Draft Day:

**Online** - Permits can be requested online. Online reservation instructions can be found at [www.denvergov.org/permits](http://www.denvergov.org/permits). Once you make an online request, the Parks Permit Office will add fees within 24 business hours and switch the permit status to “on hold” (you will receive an automated email when this occurs). Once you receive the email stating your permit is “on hold”, you will have 24 business hours to pay for the permit. Once payment is received, the Parks Permit Office will switch the permit to “approved” and you will receive another email noting the approved status of your permit. You can then go into your online account and access/print out your permit.

ONLINE REQUESTS REQUIRE AT LEAST THREE BUSINESS DAYS TO PROCESS. All reservation requests under three business days must be made in person at the Parks Permit Office. Permits cannot be obtained over the phone or via email.

**In Person** - Permits can be requested in person at the Parks Permit Office. It is not necessary to complete an application - relevant information will be collected by the Parks Permit Office Staff. Please note that payment is required at the time of the in-person reservation.

**Draft Day** - Draft Day is an in-person staff-facilitated event that occurs three times a year: before the Spring/Summer seasons, before the Fall season, and before the Winter season. Draft Day is the first opportunity to obtain new permits for the upcoming season. You will find details regarding each Draft Day, including the process, location, time, payment due date, and other pertinent information at [www.denvergov.org/permits](http://www.denvergov.org/permits).

Tournament permits can be requested via the general Park Permit Application. This application is a paper application that can be found at [www.denvergov.org/permits](http://www.denvergov.org/permits). Applications can be submitted via email, fax, mail, or in person. The application MUST be received by the Parks Permit Office at least 30 days in advance. Please ensure your requested tournament dates are currently available for permitting. Tournament applications may also be submitted at Draft Day.
How Do I Get a Permit?

Fees

Please visit www.denvergov.org/permits to view permit fees.

Payment

For in person payments, the Parks Permit Office can accept cash, credit card*, or check (made payable to “Manager of Finance”). When booking online, you will only be able to make your payment via card*.

*Please note the Parks Permit Office only accepts Visa, Mastercard and Discover.
**Now That I have an Approved Permit**

**Athletic Permit Policy**

Please review the Athletic Permit Policy, which you can find at [www.denvergov.org/permits](http://www.denvergov.org/permits). A link to the Policy is also on your permit. Permit holders agree to the Policy, including consequences and associated fines for Policy violations. Violations of the Policy can lead to an escalation of fines and the loss of permitting privileges.

**Violations, Enforcement, and Appeals to the Athletic Permit Policy**

Violations and corresponding consequences to the Athletic Permit Policy are listed in Section IX (athletic fields and courts) and Section X (Tournaments) of the Policy. The appeal process is also listed.

Authorized agents of organizations and individual permit holders will be contacted directly by the Parks Permit Office if Policy violations occur.

**Refunds**

Once a permit is approved, it is NONREFUNDABLE and NONTRANSFERRABLE. Dates and times may not be changed once the permit is paid for and approved. If you need to cancel an approved permit, please let the Parks Permit Office know, but there will be no credit or refund offered. The Parks Permit Office does offer an account credit for inclement weather – see the “Rain Credits” section below.

**Athletic Field Maintenance**

Denver Parks and Recreation will attempt to paint athletic field lines on grass athletic fields for games if requested as well as prepare baseball/softball diamonds. To request athletic field lining, please complete the “Field Maintenance Request” form at [www.denvergov.org/permits](http://www.denvergov.org/permits) and submit at least five business days prior to your first game day.
Now That I have an Approved Permit

**Lights**

Please reference the lighted athletic field inventory at www.denvergov.org/permits. Lights will typically be scheduled 15 minutes before your permit starts until 15 minutes after your permit ends, to allow time for arrivals and departures. All lights will be shut off at 11:00pm to adhere to park curfew, unless specified otherwise.

If you arrive at a permitted lighted athletic field after sunset and the lights are off, the authorized agent (only) should contact the Park Rangers as they are able to turn on the lights. Park Ranger contact information can be found in Section V – Contact Information.

**Combination Locks**

Certain facilities have locked dugouts or locked parking lots. You will find any necessary codes for combination locks under the “Facility Notes” on your approved permit. After 4:00pm on weekdays and on weekends, authorized agents (only) please contact the Park Rangers for assistance. Park Ranger contact information can be found in Section V – Contact Information.

**Weather Hotline**

Denver Parks and Recreation has a Weather Hotline that anyone can call to get information on athletic field/court status. The Weather Hotline number is 720.865.6978. The Weather Hotline is updated by 2:00pm on weekdays and 7:30am on weekends, by Park Staff.
Now That I have an Approved Permit

Weather Credits

If inclement weather closes athletic fields/courts, the Parks Permit Office will apply credit to the permit holder’s account. The credit may be used to pay for future permits through the remainder of the current year, and one additional calendar year. To receive credits, please email the Parks Permit Office with the permit number, athletic field number/court, date, and times affected within seven business days.

Please note that weather credits can only be issued AFTER the inclement weather occurs. You cannot request weather credits for a date that has not yet passed, and you cannot amend an approved permit in anticipation of a weather event.

Historical Priority

A permit holder who has held the same activity at the same athletic field on a particular date(s) and time(s) within a season shall have historical priority to use the same athletic field on the same date(s) and time(s) in that same season the following year, provided a higher priority user has not secured the athletic field.

Priority users (in order) include: Denver Parks and Recreation, Denver Public Schools, and external youth and adult organizations/individuals.

Historical priority does not apply to those permits secured during the Winter Season.

Historical priority cannot be secured for court use.
Contact Information and Important Links

Parks Permit Office

General: 720.913.0700 or park.permits@denvergov.org  
website www.denvergov.org/permits

Andrew Jordan (Parks Permit Coordinator): 720.913.0683 or Andrew.Jordan@denvergov.org

Reagan Wescott (ASA IV): 720.913.0745 or Reagan.Wescott@denvergov.org

Miscellaneous Contacts

Park Rangers: 720.913.1311 or 311 (Denver Metro) (you will first speak to an operator and request to be transferred to a Park Ranger Leave a voicemail with a callback number/park location. They typically respond within 15 minutes)

Athletic Field Maintenance: Nicholas.Balistrieri@denvergov.org

Weather Hotline: 720.865.6978
Contact Information and Important Links

Website: www.denvergov.org/permits

Insurance Information: https://www.denvergov.org/content/dam/denvergov/Portals/747/documents/permits/insurance-requirements.pdf

Inventory: https://www.denvergov.org/content/dam/denvergov/Portals/747/documents/permits/Athletics/athletic-field-inventory.pdf

Find A Park: www.denvergov.org/findapark

Online Reservation Instructions: https://www.denvergov.org/content/dam/denvergov/Portals/747/documents/permits/Athletics/athletic-field_online-reservation-instructions.pdf


Permit Fees: https://www.denvergov.org/content/dam/denvergov/Portals/747/documents/permits/2020/park-permit-fees.pdf


Maintenance Request Form: https://www.denvergov.org/content/dam/denvergov/Portals/747/documents/permits/Athletics/athletic-field_maintenance-request.pdf