



2022 FALL ATHLETIC FIELD PERMIT PROCESSING TIMELINE

August 8 - November 6

***DEADLINES ARE 4:00pm UNLESS OTHERWISE NOTED**

IMPORTANT: Review this timeline in its entirety and adhere to its deadlines

Note: External groups = NOT Denver Parks & Recreation or Denver Public Schools

June 6	2022 Fall Athletic Field Permit Information/timeline posted on website (Athletic Field Inventory List & Park Closure List)
June 17	Preliminary permit email sent to historical Youth/Adult external groups to view permits on ActiveNet account**
June 24	Preliminary permit corrections/turnbacks/historical challenges due from historical Youth/Adult external groups DEADLINE to contact Parks Permit Office if you hold historical priority use and have not heard from us
July 11	"Reserved List" posted on the permitting website by 4:00pm
July 13	Fall inventory open to public, 8:00am online only Preliminary Fall permits will be available to view no later than July 22
July 29	<u>PAYMENT & INSURANCE DEADLINE</u> <i>If deadline is not met, permits will be cancelled and fields will be placed back into inventory</i> <i>Fall permits requested on/after July 29:</i> Payment/insurance due 72 hours after request has been submitted
August 6	All Youth/Adult external group Fall season permits that meet payment & insurance deadlines will be "Approved" by 4:00pm and permits will be available on ActiveNet for viewing
August 8	Fall season begins
November 6	Fall season ends

SAVE THE DATE: Winter 2022-2023 Information will be posted online by September 12

**Permits will be viewable by 4:00pm on posted date. Instructions will be provided for how and when to submit corrections
If you are new to the process or have any questions, please contact us at park.permits@denvergov.org

