

General

- The Manager reserves the right to prohibit Private Outdoor Fee-Based Activities (POFA) from occurring in an entire park or a portion of any park and such prohibition(s) can be instituted at any time.
- Any form of visible identification provided by the Denver Parks and Recreation Permit Office or required to be provided by the POFA permittee must be displayed on the premises during all POFAs

All POFA permits:

- Are non-exclusive (a POFA permit does not provide guaranteed use of any specific park space, only permission to be in the park)
- Restrict the maximum number of participants – see “limited” (6-25 participants) vs. “unlimited” (1-5 participants) permit types
- Do not allow the use of any structures, amenities, equipment and features as part of the POFA. This includes, but is not limited to playground equipment, benches, flower beds, pavilions, etc.
- Allow the Permittee to hold POFAs 7 days per week between the hours of 5:00am and 9:00pm unless stated otherwise in the permit
- Allow the Permittee to conduct only one POFA at a time. Two or more simultaneous POFAs require an additional POFA permit for each simultaneous POFA (if available)
- May have restrictions such as the type of POFA allowed at a given POFA park and limitations and conditions designed to protect the park and assure that other park patrons have reasonable access to and use of the park
- POFA permits are issued for six-month seasons
 - April – September (Summer)
 - October – March (Winter)

POFA permits are divided into two categories **Turf (grass)** and **Road/Trail**

- **Turf (grass)**
 - Turf POFA permits are park specific (i.e. each POFA permit will designate the specific park where the POFA can occur)
 - Turf POFA permits can occur in any turf area that is open to the public and not already occupied by other park patrons or permitted to other patrons (i.e. athletic fields, picnic sites, etc.)
 -
- **Road/Trail**
 - Road/Trail POFA permits are park specific (i.e. each POFA permit will designate the specific park where the POFA can occur)
 - Road/Trail POFA permits can occur on and within 10 feet of any improved trail or road that is open to the public
 - No more than fifty percent (50%) of a trail, path or park road, excluding dedicated bicycle lanes, is to be utilized for a POFA, unless expressly authorized on the permit

Private Outdoor Fee Based Activity (POFA) Procedures

The maximum number of “limited” POFA permits (6-25 participants) that will be issued for specific parks per season is listed below. There is no maximum number of “unlimited” POFA permits (1-5 participants) that will be issued per park.

Park	Turf (grass)	Road/Trails
Argo	1	0
Bear Valley	1	2
Berkeley	3	2
Bible	2	2
Central	2	2
City	6	3
Civic Center	2	2
Congress	1	2
Commons	2	0
Cranmer	1	2
Cuernavaca	2	2
Elyria	1	2
Forrest Parkway	1	0
Fred Thomas	2	2
Garland	4	2
George Wallace	1	1
GVR/Town Center	1	2
Harvard Gulch	3	2
Harvey	1	2
La Alma/Lincoln	1	1
Lowry Sports Complex	2	2
Mestizo-Curtis	1	2
Montbello Central	1	2
Parkfield	2	2
Rosamond	2	2
Skyline	2	2
Sloan’s Lake	5	3
Ruby Hill	3	2
Sonny Lawson	2	2
Southwest Rec.	1	2
Veterans	1	2
Washington	3	3
Westwood	1	1

Application Process

Applications will be typically accepted during the first two full weeks of February for April-September permits, and the first two full weeks of September for October-March permits. Exact dates and instructions will be published on our website each year. Only one application per park will be accepted. Applications must be complete and accurate.

No priority will be assigned based upon when applications were received during those weeks.

“Limited” POFA applications will be sorted by park:

Category 1: The number of applications received is equal or less than the maximum allowed for that park (by type – Turf and Road/Trails)

In this case, the applicant(s) will be contacted and will be given instructions regarding requirements and deadlines for completing the application process. Additional applications for that park will be accepted on a first come, first served basis beginning on a date specified and published on our website.

Category 2: The number of applications received is greater than the maximum allowed for that park

In this case, a lottery will be conducted for that park. The winner(s) of the lottery will be contacted and will be given instructions regarding requirements and deadlines for completing the application process. All other applicants for that park will be contacted. Applications will be accepted on a first come, first served basis for remaining sites beginning on a date specified and published on our website

Fees

There will be no pro-ration of fees for POFA permits that are less than 6 months. Each POFA permittee must pay the full, applicable 6 month fee.

Applicants must provide all required documentation and make payment in full by the deadline established. If the required documentation and payment are not received, the POFA permit may be issued to another applicant.

Permits are not renewable nor does a permittee of a given park have any priority for that park during future seasons.

POFA Parks are divided into two fee categories

- **Tier 1** (City Park, Sloan’s Lake Park, Washington Park)
- **Tier 2** (all others)

Cancellation

Once a POFA permit is issued there will be no refunds

Requirements for all POFA applications

POFA applicants must be a minimum of 18 years old and provide the following information

- Proof of insurance
- Signed indemnification/waiver
- Additional requirements may apply

Enforcement

1. Enforcement on non-permitted commercial activity will be increased
 - a. First contact will be Customer Service oriented informing the violator of POFA permitting requirements and procedures
 - b. Subsequent violations will be handled through the Administrative Citation process
2. Enforcement of POFA permit violations will be handled as follows:
 - a. First contact will generally be Customer Service oriented informing the violator of POFA rules and regulations. Administrative Citations or other appropriate enforcement action may occur on first contact if the violation warrants such action
 - b. Subsequent violations that occur after three Administrative Citations have been issued will result in the revocation of all permits in the name of the permittee
 - c. Permit revocation in two consecutive seasons will result in permanent removal from the program
3. An appeals process will be established for POFA permit holders that have been subject to enforcement actions
4. Park users may contact the Department and report potential POFA permit violations. Any such report will be investigated by a Park Ranger and enforcement action will be taken if deemed appropriate