

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 Parks Permit Office or required to be provided by the POFA permittee must be displayed on the premises during all POFAs
- Definitions
 - *Unlimited POFA Permit*: 1 – 5 participants per class/activity
 - *Limited POFA Permit*: 6 – 25 participants per class/activity
 - *Tier 1 Parks*: City Park, Sloan’s Lake Park, Washington Park
 - *Tier 2 Parks*: All Other Parks

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
- 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 seven (7) days per week between the hours of 5:00am and 9:00pm unless stated otherwise on 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 6-month seasons
 - April – September
 - October – March

POFA permits are divided into two types:

- **Turf (grass)**
 - Limited Turf POFA permits are park specific (i.e. each POFA permit will designate the specific park where the POFA can occur)
 - Unlimited Turf POFA permits can access/operate in any park
 - The POFA 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**
 - Limited Road/Trail POFA permits are park specific (i.e. each POFA permit will designate the specific park where the POFA can occur)
 - Unlimited Road/Trail POFA permits can access/operate in any park
 - The POFA 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 that will be issued for specific parks per season is listed below. (There is no maximum number of Unlimited POFA permits issued per park)

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

Application Process

Applications are accepted during two rounds:

Round 1 is typically early January for April-September permits and mid-August for October-March permits. Exact dates and instructions are published on our website each season. Only one application per park will be accepted. Applications must be complete and accurate.

- Unlimited POFA Applications
 - All Unlimited POFA applicants are contacted and given instructions regarding requirements and deadlines for completing the application process
- Limited POFA Applications
 - All Limited applications received during Round 1 are counted by park. No priority is given based on submission date.
 - Depending on the number of applications received, there will be two possible scenarios:

Scenario 1: The number of applications received is equal to 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 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 later date specified and published on our website

Scenario 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 given instructions regarding requirements and deadlines for completing the application process.
- If all requirements are not met by deadline, another lottery will be held, and the chosen applicant will be contacted and offered the permit. Those that did not win the lottery will be contacted and given information on **Round 2**

Round 2 takes place a few weeks after Round 1 has been completed. Exact dates and instructions are published on our website each season.

- Unlimited POFA Applications
 - All Unlimited POFA applicants are contacted and given instructions regarding requirements and deadlines for completing the application process
- Limited POFA Applications
 - Any remaining POFA sites are available to applicants on a first come, first served basis
 - Applicants are contacted and given instructions regarding requirements and deadlines for completing the application process

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 preliminary permit will be cancelled and released.

Permits are not renewable nor does a permittee of a given park have any priority for that park in 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

- POFA permits are non-refundable once payment is made.

Insurance

- Please ensure that we have a current certificate of insurance on file for your organization and that it meets the City's requirements. Permits will not be approved until we have your COI. You may send electronically to Melissa.Carver@denvergov.org . Once your permits have been approved, you will receive an email from ACTIVENET letting you know your permit is ready for printing and you are good to go.

Enforcement

1. 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 will follow the Administrative Citation process
 - c. Subsequent violations that occur after three (3) Administrative Citations have been issued will result in the revocation of all permits in the name of the permittee for that season
 - d. Permit revocation in two consecutive seasons will result in permanent removal from the program
2. An appeals process will be established for POFA permit holders that have been subject to enforcement actions
3. 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