

**Pilot Program****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
- *Definition:* A tour and/or guided activity (occurring in two (2) or more parks) organized and offered for which a payment, fee, other consideration is expected to be made to the Permittee or offered at no cost

All Multi-Park 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
- Each program/tour type requires a separate POFA permit
- 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
- The POFA can occur in any 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, trail, park road, etc.)
- 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
- POFA permits are issued for 6-month seasons
  - Spring/Summer: April – September
  - Fall/Winter: October – March

**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 program will be accepted. Applications must be complete and accurate. The applicant(s) will be contacted and given instructions regarding requirements and deadlines for completing the application process. Additional applications will be accepted on a first come, first served basis
- **Round 2** takes place a few weeks after Round 1 has been completed. Exact dates and instructions are published on our website each season

**Pilot Program****Fees**

- There will be no proration 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.
- Fees are per POFA Permit, not per park
  - **Application Fee:** \$25
  - **For Profit:** \$300
  - **Nonprofit:** \$150

**Cancellation**

- POFA permits are non-refundable once payment is made

**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