

## Frequently Asked Questions: Denver Parks & Recreation Athletic Permit Policy

### Q: What is the purpose of the Athletic/Court/Tournament Permit Policy?

A: As desire grows for Denver Park facilities the Parks Permit Office witnessed an increasing need for a set of fair and clear guidelines for the athletic permit process.

### Q: When will the Athletic Permit Policy be put in place?

A: The Athletic Permit Policy will be in effect on the first day of the Spring 2019 Athletic season.

### Q: Will the Historical Permit Process Continue?

A: Historical permits from the previous year will continue to be entered by the Parks Permit office for the spring, summer and fall seasons. All historical winter permits in place before the implementation of the Athletic Permit Policy will be honored, however any new secured winter athletics permits will not.

### Q: What are violations to an Athletic Permit?

1. A sport is being played on an athletic field/court which is prohibited by permit restriction
2. Adult play is occurring on the athletic field/court when the permit states youth play or the reverse
3. Athletic field/court use occurring while fields/courts are closed (during the season)
4. Failure to utilize the athletic field or court after obtaining permit
5. Unauthorized modification of a designated athletic field or court Violations shall include creating fields or courts outside of designated area, any type of painting/markings, and snow
6. Abuse of Online Reservation System (including but not limited to repeatedly submitting online requests and not making payment by payment deadline)

### Q: What are the consequences of violating the athletic permit policy?

A: For groups that incur 5 or more violations in an athletic season, the below table applies:

1 <sup>st</sup> Season	1 <sup>st</sup> probation	\$500.00 penalty
2 <sup>nd</sup> Season	2 <sup>nd</sup> probation	\$1000.00 penalty
3 <sup>rd</sup> Season	3 <sup>rd</sup> probation	\$1500.00 penalty
4 <sup>th</sup> Season	Final	Prohibited from Permitting with DPR

### Q: How many subdivisions of a field can we make in one permitted playing space?

A: Denver Parks has determined how many playing surfaces can be placed within one permitted space based on the size and scope of the space. An attached spreadsheet labeled (Subdivision Allowed) notes how many subdivision can be made.

**Q: How does an organization avoid a non-use violations?**

A: Permittees may contact the Parks Permit office to notify them of non-use three days before the scheduled permit. There will be no refund and historical priority will be lost for that day, however there will be no accompanying violation.

**Q: How can I best report a violation?**

A: If you witness a violation occurring, please call 311 and leave a message for the Park Rangers. If the Rangers are not able to answer, they will respond in generally 10-15 minutes.

**Q: How can an organization be taken off probation?**

A: Permittees will pass probation upon having five or less violations in the next season which is substantially similar to the season which placed the permittee on probation.

**Q: Are there any other violations that can prohibit an organization from permitting with Denver Parks and Recreation?**

A: If a permittee is found to be subletting fields or courts, it will result in an Administrative Citation, immediate eviction and a three-year ban during which time the permittee will not be allowed to permit any athletic fields/courts during that time.

**Q: How does an organization appeal a violation?**

A: A written appeal may be made to the DPR Executive Director stating the basis for the appeal and the requested relief within five business days of receiving the violation from the Permitting Office. Appeals should be submitted to:

**Executive Director of Parks & Recreation  
City & County of Denver  
101 W Colfax Ave. Suite 900  
Denver, CO 80202**

Or email to: [ParksRec-Manager@denvergov.org](mailto:ParksRec-Manager@denvergov.org)