



ATHLETIC DELEGATION HANDBOOK

FOR ATHLETIC FIELD PERMITS



DENVER
PARKS & RECREATION


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Introduction



What Do I
Need to
Begin?



How Do I Get
a Permit?



Now That I
Have a
Permit?



Contact
Information
and
Important
Links

SECTION I: INTRODUCTION

This handbook will provide guidance for new organizations as well as resources for existing groups seeking to permit athletic fields.

Included here is an overview of the athletic field permitting process, the process to obtain an approved permit, and other resources we provide.

Denver Parks and Recreation (DPR) offers more than 100 athletic fields that are available for a variety of athletic uses annually. We look forward to assisting you!



SECTION II: WHAT DO I NEED TO BEGIN?

If permitting for an organization, authorization is required (see “Authorized Agent” information below). If permitting as an individual, no authorization is required.

Authorized Agent

Organizations must designate one individual who will act as the “Authorized Agent”. This individual will be the only person who can permit on behalf of the organization and will be the only person that the Parks Permit Office contacts concerning the organization’s permits.

Should an Authorized Agent leave an organization or want to pass permitting duties to another individual, a letter of authorization is required. This letter may be submitted by the current Authorized Agent or an otherwise authorized individual within the organization. You can find the letter template linked [HERE](#).

ActiveNet

Once permitting responsibilities have been established, the next step is to set up an online account in ActiveNet – DPR’s permit management software. In ActiveNet, you can view permits and request new ones.

If you are permitting with an organization, the Parks Permit Office will set up the organization’s account.

Review the “Online Reservation Instructions” linked on page 10 to create an account and request/view a permit. You will also find a link to the ActiveNet website within those instructions.

SECTION III: HOW DO I GET A PERMIT?

Permit Type

There are two types available: an athletic field permit and a tournament permit. An athletic field permit is required for all regular league play, practices, and games. A tournament permit requires additional fees and requirements.

Athletic Permitting Timeline (Seasonal Information)

Athletic field permits are available in four seasons: Spring, Summer, Fall, and Winter. Find details regarding the current season on the [Athletic Fields Webpage](#). This includes a detailed timeline of important dates and deadlines.

Athletic Field Inventory

The Athletic Field Inventory List is a seasonal list of all fields and includes various amenities and restrictions. The inventory list includes multi-use grass fields, synthetic turf fields, baseball fields, and softball fields. Some fields have restrictions (i.e., “youth baseball/softball only” or “closed during Summer season”).

Closures

Prior to each season, a list of field closures is posted online. Please review this list prior to making any permit request.

To view the Athletic Field Inventory List and Closure List, visit the [Athletic Fields Webpage](#).

Find-a-Park

Please utilize the “Find-a-Park” online tool to view any Denver park map. The park maps will show the layout and numbering (names) of athletic fields. We encourage you to visit the park in person to verify field location and that it meets your needs. Visit www.denvergov.org/findapark to use the Find-a-Park tool.

SECTION III: HOW DO I GET A PERMIT? (CONTINUED)

How to Request an Athletic Field

Athletic Field Permits can be requested online or in person

Online: Online requests require at least 3 business days to process

- Fees will be added within 24 business hours once an online request is made
- The permit's status will be changed to "on-hold". A system generated email will be sent and payment will be required within 24 business hours, or the permit will be cancelled
- Once payment is received, the permit will be approved
- Online reservation instructions can be found [HERE](#)

In Person:

- Please call or email to schedule an appointment. Refer to page 10 for Parks Permit Office information
- Payment must be made at the time of request

Tournament Permits

- Tournament permits must be applied for and submitted at least 30 days in advance. For more information, please email Park.Permits@denvergov.org. Applications can be submitted by email or in person
- The Tournament Application can be found [HERE](#)

Priority Use

Prior to the start of each athletic season, athletic field permits will be scheduled and issued in the following order:

1. Internal Users: Denver Parks and Recreation, Denver Public Schools
2. External Users: Youth participant programs, Adult participant programs

Historical Usage

An organization or individual can secure historical priority status for their permits. Historical priority status is defined as securing the same fields(s) with the same date(s) and time(s) permitted from the prior year's season. For more information, see section 3.5 of the [Athletic Permit Policy](#).

There are two scenarios in which an athletic field permit would not be offered as a historical priority status permit the following season:

- The field is closed
- The field is being utilized by an Internal User

Due to limited inventory, new Winter athletic field permits are not eligible for historical priority status.

SECTION III: HOW DO I GET A PERMIT? (CONTINUED)

Fees

Athletic Field/Tournament		
Field/Item	Youth (18 and Under)	Adult
Grass/Skinned Fields	\$10.00 hr/field	\$35.00 hr/field
Artificial/Synthetic Turf		
For Profit	\$50.00 hr/field	\$100.00 hr/field
Nonprofit	\$25.00 hr/field	\$50.00 hr/field
Major Fields	\$25.00 hr/field	\$50.00 hr/field

Major Ballfields	
Baseball	Argo BB1 (Youth Only), Barnum East BB1 & 2, Garland BB2, Jackie Robinson BB1, Lincoln/La Alma BB1, Parkfield BB1, Ruby Hill BB1
Softball	Barnum North SB1&2, Garland SB1, Jackie Robinson SB 1,2, & 3, Kennedy SB 1-8, Lawson SB1, Lowry SB1, Montbello Central SB 1&2, Parkfield SB2, Ruby Hill SB 2&3, Rude SB1, Valverde SB 1-4, Vanderbilt SB 1&2, Veterans SB1

Miscellaneous	
Lights (required beginning at sunset)	\$35.00 hr/field
Bases	\$15.25 set/day
Staff Supervision (required at Major Fields for Tournaments)	\$25.00/hr
Courts	\$7.50 hr/court

- Nonprofit fees apply to applicants with 501(c)3 status or verification of good standing with the Colorado Secretary of State and documentation must be provided by payment deadline

Payment

- Payment can be made online, in person, or by mail. MasterCard, VISA, and Discover (debit or credit) is accepted. Payment cannot be made over the phone
- If mailing a check:
 - Please ensure you have the correct mailing address to avoid any mishandling or misplacement
 - Make check out to “Manager of Finance”
- Refer to payment instructions linked [HERE](#) for more information
- If payment is not made by the stated deadline, the athletic field request will be cancelled

Refunds and Cancellations

Approved permits are nonrefundable and nontransferable. Contact the Parks Permit Office to cancel a permit. Credits to account will be offered for cancellations due to inclement weather only – see “Rain Credits” segment on page 9 for more information.

Cancellations: Permittees may contact the Parks Permit Office to notify of non-use three (3) days before scheduled permit date. There will be no refund and historical priority status will be lost for that day/time, but there will be no accompanying violation.

SECTION IV: NOW THAT I HAVE A PERMIT

Athletic Permit Policy

Permit holders agree to follow the [Athletic Permit Policy](#) when obtaining an athletic field permit. The Athletic Permit Policy includes the following information:

- Permit violations, penalties, and consequences
- Escalating penalty and fine schedule for future violations
- Processes related to how athletic field permits are fulfilled and requests are prioritized
- Athletic field regulations for permissible use, and permissible hours/dates

Refer to Athletic Permit Policy Frequently Asked Questions [HERE](#)

Park Use Rules

Permit holders and their participants must adhere to all park use rules. Violations can result in administrative citations and can affect future permit use.

Rules of Emphasis:

- Use park trash cans and dumpsters or pack it out
- Glass bottles or glass containers are prohibited in parks
- Vehicles must remain on legal roadways

SECTION IV: NOW THAT I HAVE A PERMIT (CONTINUED)

Weather Hotline

720-865-6978 for field/court closures due to inclement weather (posted by 2:00 p.m. on weekdays and 7:30 a.m. on weekends).

Weather Credits

Please email Park.Permits@denvergov.org within 72 business hours of a cancellation with Permit # and dates/times/fields.

Combination Locks

Fields at the following parks have combination locks in place:

Argo, Barnum East, Fred Thomas, Garland, Jackie Robinson, Kennedy Soccer and Ballfields, Sonny Lawson, La Alma/Lincoln, Lowry Sports Complex, M.L. Sandos (Barnum North), Parkfield, Ruby Hill, Rude, Valverde, Vanderbilt, and Veterans.

Combinations are listed on the permit. For any day-of issues, contact Park Rangers at 303-331-4050.

Athletic Field Lights

For field user safety, lights are automatically turned on where applicable. Permit holder will be charged for lights from sunset until the end of permitted time. Please view lighted fields on the Athletic Field Inventory List on the [Athletic Fields](#) Webpage. For any day-of issues, contact Park Rangers at 303-331-4050.

Restrooms

Portable and permanent restrooms are in place at most parks. It is prohibited to bring in your own portable restrooms for practice or game play. Please contact the Parks Permit Office to discuss restroom requirements for tournaments.

Field Maintenance

Skinned (dirt) fields are dragged routinely. For additional/specific dragging and lining of athletic fields and other sport field needs, please complete the Field Maintenance Request Form [HERE](#) at least 5 business days in advance (dragging/lining available for games only; not practice). Synthetic fields will not be lined.

SECTION V: CONTACT INFORMATION AND IMPORTANT LINKS

Parks Permit Office

Office Hours

- **Monday and Friday:** Available by phone and email only 8:00 a.m. – 4:00 p.m.
- **Tuesday – Thursday:** Open for in-person appointments 8:00 a.m. – 4:00 p.m.

Email: park.permits@denvergov.org | Phone: 720-913-0700 (press 6 to leave a message)

Physical Address: 6820 E. 12th Ave., Denver, CO 80220

Mailing Address (for payment only)

Denver Parks and Recreation

201 W Colfax Ave, Dept. 108, Denver, CO 80202

Miscellaneous Contacts

- **Park Rangers:** 303-331-4050 or Park.Rangers@denvergov.org
- **Field Maintenance:** DPRFieldMaintenance@denvergov.org
- **Mowing, sprinklers, trash, and other park related issues**
 - Park Superintendents or Park Operations Supervisors
 - East: 720-865-0871
 - Northeast: 303-373-8700
 - Northwest: 303-458-4788
 - Southwest: 303-937-4638
 - Downtown: 720-865-6942

Important Links

- [Athletic Field Webpage](#)
- [Online Reservation Instructions](#)
- [Find-a-Park Webpage](#)
- [Online Payment Instructions](#)
- [Maintenance Request Form](#)
- [Athletic Permit Policy](#)