Parks & Recreation
www.bouldercolorado.gov

2014
SPORTS COMPLEX
RENTAL APPLICATION PACKET

Stazio Ballfields, East Mapleton Ballfields, Pleasant View Sports Complex

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PARKS AND RECREATION DEPARTMENT
SPORTS COMPLEX RENTAL APPLICATION
1360 GILLASPIE DR. BOULDER CO, 80305
Phone: (303) 441-3416
Fax: (303) 441-4448

SECTION 1: GENERAL APPLICATION INFORMATION

1. Special events in Boulder

The City of Boulder Parks and Recreation Department provides for a variety of special events that contribute to the individual, social, economic, and environmental health and well-being of the community. A special event is an activity or event held on or in City of Boulder property and/or facilities where a concern for the protection of participants, users, and/or property exists

This application packet is pertinent to the Stazio Ballfields, East Mapleton Ballfields & Pleasant View Sports Complex. The Stazio Ballfields consists of seven softball fields, The East Mapleton Ballfields consists of three softball fields, the Pleasant View Sports Complex consists of eight soccer fields and one rugby field. These areas are managed and maintained by the City of Boulder Parks and Recreation Department.

2. Event size

All special events at the above complexes require a rental contract regardless of the number of people attending. A contract deposit is required for all events with more than 75 attendees. Contract deposit can be applied to payment, once tentative contract is issued.

Contract Deposits (an additional $300 will be charged for a security deposit).

- $0, less than 75 people
- $200, 75-200 people
- $400, more than 200 people

3. Application information

- The application form, Appendix A, must be completed and submitted with all relevant attachments along with contract deposit.
- An alcohol permit is only required for events at the Pleasant View Sports Complex. Alcohol is permitted at the Stazio and East Mapleton Ballfield Complexes.
- If alcoholic beverages will be dispensed or sold, a STATE OF COLORADO SPECIAL EVENT LIQUOR PERMIT must also be obtained. To begin the application process, contact the City Clerk's Office at least 45 days in advance of the date of the scheduled event, as described in detail in this packet under SECTION 2: ADDITIONAL REQUIREMENTS, item 1 "Liquor Permit".
- Failure to comply with any of the minimum requirements and deadlines may terminate the contract process, eliminate a segment of the event, or result in denial or revocation of the contract.
- If the application is denied, the City of Boulder assumes no liability for expenses incurred by the applicant.

SECTION 2: REGULATIONS AND REQUIREMENTS

MINIMUM REQUIREMENTS FOR SPORTS COMPLEX RENTALS

1. **Application form (Appendix A)**
   - **The application form in this packet must be completed in full before the review process can begin. ALL complete plans and relevant documents must be submitted with the application no later than 45 days in advance of the event: 60 days in advance is recommended to ensure adequate planning time. <u>For events where alcohol will be served</u>, 90 days in advance is recommended in order to ensure adequate planning time.**

   - A contract deposit is required at the time of application to secure the date.
   - Event name, start/end times and event coordinator contact information must be provided.
   - Renter is responsible to read and conform to "Conditions of Use" information found on event application (appendix A).

2. **Insurance: Certificate of insurance**
   Applicants are required to obtain general liability insurance with minimum limits of $1 million per occurrence. Applicants must also provide a certificate of insurance, naming the City of Boulder and its officers, employees, and authorized volunteers as additional insured, and as the certificate holder: see Sample Form **(Appendix C)**. The following language MUST be included under "DESCRIPTION" on the certificate:

   "The City of Boulder is named as an additional insured on general liability for (name the event, the location, and date)." If this information is not included, the certificate will not be accepted. Failure to provide the city with a certificate no later than 14 days before the event will be grounds for immediate termination and reversal of this permit approval.

3. **Fees and deposits**
   Fees and security deposit are due within one week of tentative contract approval. Checks must be made payable to the City of Boulder
   - If not paid within one week, rental will be cancelled and added back into available rental inventory.

4. **Security and damage deposits**
   Applicants are required to pay a $300 security deposit to cover the cost of any cleanup or damage incurred by the City of Boulder as the result of the event. Refunded deposits are issued 15-30 days following the event.

ADDITIONAL REQUIREMENTS, BASED ON THE TYPE OF EVENT

1. **Liquor permit**
   "Possession and Consumption of Alcoholic Beverages in Public Prohibited," Boulder Revised Code 1981. If alcoholic beverages will be sold or dispensed to the public, a STATE OF COLORADO SPECIAL EVENT LIQUOR PERMIT must be obtained. This type of state permit is only available to non-profit organizations and only if the non-profit properly files in person the city and state permit applications and fees with the Licensing Clerk at least 30 days prior to the event date. This 30 day deadline is required by state law and there are no exceptions made. To obtain the city and state permit applications, it is recommended that non-profits contact the City Clerk's Office at least **45** days in advance of the date of the scheduled event.

Only Non-profit applicants that are properly formulated with the State of Colorado may apply for special event liquor permits, and they may only apply if both city and state permit applications and all attachments are filed with Licensing Office at least 30 days before the event per state law. Properly formulated Colorado non-profits may apply for up to 10 permitted event days per calendar year. The state law exemption that allows non-profits to apply for this state permit is made for purposes of non-profit fundraising where alcohol is a component. Additionally, non-profits are required to have: i) state sales tax number from Colorado Department of Revenue, ii) Certificate of Good Standing for their non-profit from Colorado Secretary of State's office as evidence of the non-profit's proper filing and formulation in the State of Colorado as a non-profit corporation, and iii) City of Boulder business license and city sales tax number from Sales Tax area of City's Finance Department.

If alcohol is to be dispensed or sold to the public, a detailed site plan must be provided. This plan must include, but is not limited to, the following City of Boulder required elements:

- The area where alcohol is to be served/consumed must be enclosed with either: two rows of 4' high fencing with a 4'space between rows, or one row of 6' high fencing.
- A clear and legible site map with the alcohol use area delineated, including bar areas, food area and dimensions of the alcohol area and overall special event area listed.
- Locations of properly trained marshals with brightly-colored vests, t-shirts or jackets. Note that two marshals must be at every entrance/exit to the alcohol area during the permit period.
- Training described including procedures identified that will prevent illegal conduct such as underage possession/consumption of alcohol.
- Event staff who are not allowed to consume alcohol while on duty.

At least two weeks prior to the event a designated event representative must meet with the Police Department and Liquor Enforcement Supervisor to review state and local statutes.

City Licensing office: 303-441-3010

2. **Sound amplification**

If amplification or live music will be present, the sound limits shall not exceed levels regulated by Boulder Revised Code Chapter 5-9. If a complaint is received, the Boulder Police Department may respond. A warning and/or summons may be issued and result in a requirement that all music, bands and amplification be turned down or turned off. A copy of the ordinance may be obtained from the City of Boulder website at www.bouldercolorado.gov, under Codes and Regulations.

SOUND AMPLIFICATION

Music or other amplified sound will not commence before 9:00 a.m. or continue after 10:00 p.m. Amplified sound may be limited to a specific time by Parks and Recreation staff. The City of Boulder has noise regulations listed under Boulder Revised Code 5-9 and a copy of the ordinance may be obtained from the City of Boulder website at www.bouldercolorado.gov , under Codes and Regulations. If a complaint is received, the Boulder Police Department may respond. A warning and/or summons may be issued to the Event Organizer and result in a requirement that all music, bands and amplification be turned down or turned off.

FINAL DETERMINATION OF SET-UP LOCATIONS AND AMPLIFIED PERFORMANCE TIMES IS AT THE SOLE DISCRETION OF PARKS AND RECREATION STAFF.

City of Boulder Police Department: 303-441-3315

3. Emergency access

Accommodation for emergency response must be provided at all times. Barricades and similar devices must be staffed at all times and must be movable to accommodate emergency access for police, fire, and emergency medical services. A parking plan is required for all events over 200 people. In some cases event marshals must maintain internal radio contact to facilitate immediate access to event areas.

Boulder Fire Department: 303-441-4356

4. Emergency medical coverage

Depending on the size and nature of the event, you may be required to provide on-site emergency medical assistance/ ambulance. The City Emergency Services Medical group will determine requirements for this. To contract for emergency medical assistance/ ambulance contact: Ms. Debra Hopgood- Operations Manager, American Medical Response, 303-994-1183.

City of Boulder Fire Marshal: 303-441-4356

5. Concessions

All renters are required to enlist the services of the City of Boulder contracted concessionaire. Please contact concessionaire directly for special requests and questions.

Performance Vending & Concessions: 925-550-5632

6. Law enforcement

All applicable rules and regulations including state statutes and city ordinances will be enforced on city property. If alcohol will be available at your event, off-duty police officers may be required and applicant may be required to present a safety and evacuation plan. Applicant must contact the City of Boulder Police Department for contract details or to connect to the special events sergeant.

City of Boulder Police Department: 303-441-3315

7. Street closure permit

Applicant must contact Parking Services if event requires street closures.

Downtown and University Hill Management Division and Parking Services: 303-413-7300

8. Marshals

Marshals must be present if event is selling alcohol or closing the streets. Applicant must contact the Police Department for direction concerning event marshals.

City of Boulder Police Department at 303-441-3315

9. Parking plan

A parking plan must be submitted within 30 days of tentative contract for all events with more than 200 people. A parking plan must include:

- Alternative parking areas.
- Alternate modes of transportation to event.
- Proof of approval of alternate parking sites in area. (ex. Calvary Bible Church parking lot)

- Alternative parking information that was posted to event organizer's website.
- Email information with parking alternatives that was sent to event attendees.
- Map(aerial map including ALL parking access.
- Access to facility from overflow parking.
- Staff/volunteer post verification.
- Plan for dealing with trash in overflow parking areas.

The parking plan can be submitted to the Sports Complex Event Manager.

12. Other restrictions: Event organizer's responsibilities

- No booths, tents or other event set up items allowed on or within ten feet of any path. All tents, etc must be approved by the Turf Manager prior to event.
- Keep event-goers away from sensitive natural areas to minimize environmental impacts.
- No motorized vehicles on turf areas without consent of Turf Manager.
- Clean event area; remove all event related items at the conclusion of the event.
- Painting, chalking or other marking of the paths, trees, rocks, or other permanent features is prohibited.
- No glass containers allowed.
- No camping overnight allowed.

13. Additional requirements and conditions

- Only one contract will be issued per location for any given day.
- Contracts are not transferable.
- Organizer is responsible for checking all event areas including paths prior to the event for hazardous conditions (for example: ice, etc.) and must ensure a safe area for event participants.
- In the event of potential flood/ high water or other emergency conditions, organizer must contact emergency personnel at 303-441-3333 for further instructions.
- Organizer must cancel event if city deems that hazardous conditions exist.

14. Zero waste

For 2014 we are launching a pilot program to comply with the City of Boulder Zero Waste Policy. The Stazio Ballfields will be the participating site for 2014. It is asked that event organizers make every effort to make their event as sustainable as possible for all sports complex rentals in 2014. For 2014, it is estimated, that no additional charges will be assessed for compostable materials and collection. All sports complexes will be included in the zero waste program for 2015. Events will be charged an additional fee for the collection, disposal and pickup for compostable materials. Fees and information will be included in the 2015 rental application packet

Additional questions about the zero waste program can be directed to the contacts below.

City of Boulder Local Environmental Action Division: 303-441-1878
Eco-Cycle: 303-444-6634, Western Disposal: 303-448-2332

15. Restroom facilities

Number of portable restrooms required will be determined by Parks and Recreation staff based on type of event, location, and number of people. Generally, you must provide one restroom for every 100 people. The Federal Americans with Disabilities Act (ADA) requires accessible restroom(s). If additional portable restrooms are required, Parks and Recreation staff will order needed units and will include additional fees as part of rental contract.

16. Tents, canopies and electricity

Tents must be properly secured with sand or other weights provided by the event organizer. All tents need a fire retardancy certificate. All tents, canopies and electrical use must be approved by Parks and Recreation staff prior to event.

17. Signs and banners

- May only be displayed while the permitted event is taking place.
- Must be placed six feet back from the curb if there is no sidewalk.
- Graphics and lettering must face inward toward the event and must not be able to be seen from a major thoroughfare.
- May not be placed across streets.
- Must be of professional appearance (consult “sign contractors” in the phone directory).
- Must be pre-approved at least two weeks prior to the event by the City department issuing the event permit.
- Must be secured in a safe manner - weighted or tied down. Event organizers are financially responsible for any damage done to landscapes, structures, electric, water, cable lines etc.
- Maximum size - 30 square feet total.
- Not allowed in or alongside the public right-of-way (streets, sidewalks), or across roadways.

SECTION 3: APPLICATION REVIEW PROCESS

1. Completed application submittal

The application review process begins when the applicant submits a completed application including:

- Application form **(Appendix A).**
- Contract deposit, payable to the City of Boulder.
- Event organizer name, phone numbers, e-mail address.

Completed applications may be submitted to the South Boulder Recreation Center, 1360 Gillaspie Dr, Boulder, CO, 80305 or emailed to knoxl@bouldercolorado.gov. For general questions and to inquire about site, date and availability, call 303-441-3416.

2. Site and date availability confirmation

- Staff will check availability of requested event site within five full business days of the receipt of the completed application.
- Annual events have first priority. Annual events are those that have been satisfactorily produced for one consecutive year at the City of Boulder; and whose organizers have performed satisfactorily.
- If the site or date is not available, staff will notify the applicant and look for alternative dates.

3. Submittal of additional permits, licenses, certificates

If the application receives conditional approval, the applicant will be required to submit copies of any relevant permits, licenses, certificates, etc., as defined in Section 2, "ADDITIONAL REQUIREMENTS".

4. Fees and additional deposit payments

Any additional damage deposit determined by staff and all rental fees must be paid in full. Applicants are responsible to contact the Sports Complex Events Manager to confirm amounts due and make payment.

Sports Complex Events Manager: 303-441-3416

5. Special Event Permit final approval

When all required permits, licenses, certificates of insurance, other additional approving documents or permissions and all deposits and fees have been submitted, City of Boulder Parks and Recreation Department staff will provide the applicant with a signed contract, and any applicable signed documents from other City of Boulder Departments.

6. Cancellation Policy

See "cancellation policy" in Appendix A.

SECTION 4: PERMIT APPLICATION FORM AND APPENDICES

Appendix A: City of Boulder Parks and Recreation Department Special Event Permit Application
Appendix B: Special Event Best Management Practices: Stormwater Protection
Appendix C: Sample Insurance Certificate

APPENDIX A **Rental #:_____ Total Fee:_____**

City of Boulder Parks and Recreation Department

Sports Facility Application--Sports Complexes (Stazio, Mapleton & Pleasant View)

A separate facility application must be completed for each; tournament, games or camp request.
Please be neat!!

Applicant's Name _____ Facility _____ Field # _____

Sponsor/Organization _____ Anticipated # of Participants/ Spectators _____

Applicant's Address _____ City _____ State _____ Zip _____

Phone: Office: _____ Home: _____ Nature of Event: _____

Email address:_____

(include set up and take down times in request) Gates Opened Gates Closed

Date of Event(s) _____ Hours _____ am/pm to _____am/pm

_____ Hours _____ am/pm to _____am/pm

_____ Hours _____ am/pm to _____am/pm

_____ Hours _____ am/pm to _____am/pm

Please check below if you will be needing any of the following:

Field Lining ($28/field/day): _____ Lights ($35/ hour/field): _____ Food Vendor:_____

Damage Deposit: $300 refundable damage deposit charged for all rentals

Contract Deposit (charged for rentals based on size): This fee to be submitted with application for contract to be processed. Non-refundable if renter cancels contract. 100% refundable upon completion of event or in the case of weather cancellation.

_____$0, 75 people or less; _____$200, 75-200 people; _____$400, 200+ people

OFFICE USE ONLY:

Field Supervisor #of hours:_____ **Rental Rate**_____ **Total Rental** _____

Supervisor Times:_____

Maintenance: Staff Charge:_____ Trash Dumpster:_____ Recycle Dumpster_____

Field Set-up Charge:_____ Portable Toilets:#_____, Service Fee:_____

Total Lights # of Hours:_____ Zero Waste:_____(coordinator) _____(W. Disp.)

Other Comments:

_____

	Paid	Ins. Forms	Info to Turf Manager	Master Sch.	Supervisor
Total fee:	_____	_____	_____	_____	_____

Damage Deposit, $300:_____ Contract sent to renter:_____

Signed contract ret. to BPR:_____ Dep. returned:_____ Completed:_____

Applications can be submitted: in person to the South Boulder Rec Center or by email to knoxl@bouldercolorado.gov

Payment upon contract: Please make checks payable to: City of Boulder, mail to Lenore Knox, South Boulder Recreation Center, 1360 Gillaspie, Boulder CO 80305. For credit card payment call Lenore Knox at 303-441-3416.

Conditions of Use: Applicant agrees to the following conditions for the use of the facility:

1. **Raising funds, charging admission or collecting money must have prior authorization.**
2. No dogs are allowed at the Stazio, East Mapleton, or Pleasant View fields.
3. No glass containers are allowed in any of the city parks, ball fields or athletic fields.
4. No inflatables (bouncy houses, etc) are allowed on City of Boulder property.
5. Facilities must be left in a clean and orderly condition. Lessee will be required to pay for all damage including broken windows in press boxes, loss and cost of excessive clean up. Security deposit will be returned based on: cleanliness of overall facility, cleanliness of restrooms, no broken windows, no trash or charcoal remains left on ground either in the parking lot or on the fields.
6. Parks and facilities are patrolled by local law enforcement agencies. All applicable rules and regulations including State Statutes and City ordinances will be enforced.
7. **For events where the participants pay a fee to lessee**, lessee must provide the City with a certificate of insurance showing that the applicant has a comprehensive general liability policy for $1,000,000 and that the City of Boulder and its employees, officers, and authorized volunteers are endorsed on such certificates as additional insured. City of Boulder must be listed as "certificate holder" on policy.
8. During the time the field and spectator area are being used by the Lessee, the Lessee is responsible for all accidents, injuries, field damages, or loss of property. City of Boulder and its designated representatives shall be held harmless from any and all claims resulting from the use by the Lessee.
9. Alcoholic beverages are allowed only at East Mapleton and Stazio ball fields. Alcoholic beverages are allowed by permit only at all other fields and can be obtained by calling 303-413-7200 a minimum of 3 weeks in advance.
10. The Boulder Parks and Recreation Department facilities, services and programs shall be rented and provided to groups that comply with the guidelines and provisions of The American's With Disabilities Act, that govern their businesses and operations, such as those provisions provided under Titles I, II, III, IV and V of the Act. Additionally, the Boulder Parks and Recreation Department facilities shall not be rented to groups who discriminate on the basis of disability, race, color, religion, national origin, pregnancy, age, military status, gender, gender identity, gender variance, or sexual orientation.
11. The Lessee may not sell or authorize the sale of food or concession items without the written approval of the Parks and Recreation Department, the Boulder Health Department, and the contracted concessionaire.
12. In reference to equipment, such as soccer goals, joe boxes, etc., Applicant agrees to keep the equipment in good condition, including repairs to any damage done to the equipment.
13. Placement of soccer goals and other approved equipment is subject to prior approval from the City of Boulder Parks & Recreation Athletics Office.
14. 2 hour minimum rental and 2 weeks notice is needed for all Stazio, East Mapleton or Pleasant View rentals.
15. The contract will not be considered final until a signed copy of the contract has been received by the Parks and Recreation Department.
16. There is no "sub leasing" of fields.
17. A parking plan must be submitted within 30 days of contract for groups over 200 people.

Cancellation Policy

1. 100% of the rental fee is due within 1 week of the tentative contract being sent to the renter for Stazio, East Mapleton and Pleasant View for rentals booked with more than 4 weeks notice.
2. 100% of the rental fee is due within 2 business days of the tentative contract being sent to the renter for Stazio, East Mapleton and Pleasant View for rentals booked with less than 4 weeks notice
3. Rental payment is forfeited by the renter if the cancellation is received less than 3 months prior to the event(s) at Stazio, East Mapleton and Pleasant View. No exceptions!
4. If an ongoing rental or special event is cancelled by the renter, future priority for the renter of that facility will be eliminated.
5. There will be a $15 administrative charge for each line item amendment and/or cancellation to a contract.
6. WEATHER POLICY: If the City of Boulder deems fields unplayable, the renter will be given the option to reschedule (space available) or be refunded field rental fees for unplayable times.

That I, my heirs, executors and assigns indemnify and hold harmless the City of Boulder for any claims, amounts, and/or damages that may arise during the rental process. That I release the City of Boulder and all of its agents from all liability for any injury which might be inflicted on third persons or property during the rental period. I have read and understand the rules/regulations above.

Signature of applicant _____ Date _____

APPENDIX B
SPECIAL EVENT BEST MANAGEMENT PRACTICES: STORMWATER PROTECTION

Stormwater Best Management Practices (BMPs)

PACE
PARTNERS FOR A CLEAN ENVIRONMENT

Special Event BMPs

STORMWATER PROTECTION

Water can flow from your event site, through storm drains, directly to creeks without any treatment. Stormwater can pick up pollutants such as oil, trash, and spilled food left behind from vendors and guests of your event. As an event coordinator, your organization can be liable for any stormwater violations. These violations could result in fines of up to $25,000 per violation. To help your event comply with the federal, state, and local stormwater regulations, we have outlined some Best Management Practices (BMPs) for you and your vendors to follow. It is your responsibility to inform all vendors and participants at your event of proper stormwater management practices.

BEST MANAGEMENT PRACTICES (BMPS)

The objective in stormwater protection is that ***only rainwater and snow melt go down the storm drain***. Best management practices (BMPs) are specific steps taken to prevent stormwater pollution at your event. All employees and vendors shall review this information sheet as a training tool, and make every effort to keep pollutants from going down the storm drain by putting the following BMPs into practice.

General

- Do not dump any liquids or other materials outside. Materials that are no longer contained in a pipe, tank, or other container are considered to be “threatened discharges” to stormwater unless they are actively being cleaned up. Direct flow of pollutants, as well as threatened discharges to storm drains, gutters, or waterways are illegal.

Contracts & Leases

- If you have contracts with vendors participating in your event or companies hired to help with cleanup, include language requiring them to be educated and responsible for proper stormwater management.
- Put this language in any contract you enter into.

Waste Management & Disposal

- Be sure adequate receptacles are provided for use by vendors and guests to prevent litter.
- All waste receptacles (dumpsters) must be sturdy, leak-tight, and equipped with lids or covers. Keep all outdoor receptacles closed unless adding or removing wastes.
- Do not wash out any receptacles outdoors unless wastewater is collected or discharged to sanitary sewer.
- Be sure containers are emptied as needed to prevent overflow. It is also important they are emptied at the end of each day.
- Never place liquids or liquid containing wastes in an outdoor waste receptacle.

Portable Toilets

- Be sure they are serviced frequently to prevent any overflows or leaks.
- Require your vendor to stake down the portable toilets to prevent them from blowing over in high winds or from being tipped over.

Grease Management

- Have spill cleanup material on hand at all times. Clean up spills immediately.
- Protect the ground under and around your deep fryer using cardboard or a tarp.
- Properly dispose of all grease into an approved tallow bin.

Pressure Washing

- Use dry cleanup methods to collect litter and absorb any liquid wastes prior to any pressure washing. These include using absorbents (e.g. kitty litter, rags, sand, etc.), sweeping, and scrapping off dried debris.
- If you are not using any detergents or chemicals and are only cleaning surfaces of ambient dirt or dust, then this wastewater can be directed to landscape or contained onsite and allowed to evaporate. However, if there is any food residue or oils on areas that are going to be washed, this method is NOT acceptable.
- Prior to pressure washing, identify where all storm drains are located. Storm drains may be located in the gutter at the end of a block or in landscaping hidden from view. Wash water must not be allowed to flow down gutters or to enter storm drains.
- Determine where water will pool for collection.
- Use the following types of equipment to protect storm drains and to contain and collect wash water: vacuum pumps, booms / berms, portable containment areas, weighted storm drain covers, inflatable plumber's plugs, oil/water separators, holding tanks, portable sump pumps, hoses, and absorbents. Using wet vacs in areas near creeks, storm drains, and ditches is the recommended BMP.
- Once water is collected, dispose of it properly. Collected wash water may be disposed of into a sanitary sewer drain at the job site or at the contractor's place of business. (FIRST ask for permission from property owner and the wastewater treatment plant. DO NOT dispose of wastewater to a septic system.)
- A permit may be required prior to disposal to the sanitary sewer. Check first with your local wastewater treatment plant for authorization. Ensure that contracted pressure washers follow these BMPs.

Waste Water Management

- Provide disposal containers for your vendors to prevent having this water discharged to the environment.
- Keep these disposal containers out of sight of the guests to prevent them from using containers as trashcans.

Illicit Discharge Reporting

- Stay alert for any signs of illegal discharges. Only rainwater and snowmelt are allowed to flow into any storm drain inlet or drainage ditch.
- Report any suspicious discharges to your supervisor or storm water coordinator promptly. Never place liquids or liquid containing wastes in an outdoor waste receptacle.

CONTACT INFORMATION:

For more information on stormwater protection contact the Partners for a Clean Environment (PACE) Program at (303) 786-PACE. PACE offers free, non-regulatory assessments for compliance, energy and water efficiency, pollution prevention, and public recognition for environmental achievement to businesses and municipal operations in Boulder County and portions of Weld County.

www.keepitcleanpartnership.org, www.pacepartners.com

APPENDIX C
SAMPLE INSURANCE CERTIFICATE

Gallagher
Public Entity & Scholastic Division

Arthur J Gallagher Risk Management Services, Inc.

Certificate Of Insurance
Explanation of Sections

1. The name and address of the insured's insurance brokerage or agency appears here.

2. The insured's name and address appears here. The insured is the entity you are requesting the certificate from.

3. The names of each insurance carrier appear here – each are assigned a letter code: A, B, C, D and E to correspond with section #4.

4. The letter (A, B, C, D, E) of the appropriate carrier appears here for each coverage section.

5. An "X" will be marked in this box if additional insured status is being provided for the particular coverage section. Also see section #6.

6. The additional insured status and/or other contract or agreement requirements would appear in this section along with the project name and description.

7. The certificate holder's name and address will appear here. The certificate holder is the entity requiring the insured to provide the certificate of insurance.

8. The number of days that the insurance carrier will endeavor to mail notice of cancellation for the referenced policies appears here.

9. The signature of the authorized representative of the insured's insurance brokerage or agency appears here.

*Prepared by Arthur J. Gallagher Risk Management Services, Inc. – Denver 2/9/09

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Greenwood Village, CO 80111-4949
(303) 773-9999
Fax: 303.773.9776
Toll Free 800.333.3231
www.ajg.com

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 01/01/2009

PRODUCER (000) 000-0000 FAX (000) 000-0000

#1

Name of Insurance Brokerage or Agency
Street Address
City, State Zip Code

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED

#2

Insured Name
Street Address
City, State Zip Code

INSURERS AFFORDING COVERAGE #3		NAIC #
INSURER A:	Insurance Carrier Name	
INSURER B:	Insurance Carrier Name	
INSURER C:	Insurance Carrier Name	
INSURER D:	Insurance Carrier Name	
INSURER E:		

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
#4 A	X #5	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC	POLICY NUMBER	MM/DD/YYYY	MM/DD/YYYY	EACH OCCURRENCE	$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
						MED EXP (Any one person)	$ 5,000
						PERSONAL & ADV INJURY	$ 1,000,000
						GENERAL AGGREGATE	$ 2,000,000
						PRODUCTS - COMP/OP AGG	$ 2,000,000
B		AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS	POLICY NUMBER	MM/DD/YYYY	MM/DD/YYYY	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
						BODILY INJURY (Per person)	$
						BODILY INJURY (Per accident)	$
						PROPERTY DAMAGE (Per accident)	$
		GARAGE LIABILITY ANY AUTO				AUTO ONLY - EA ACCIDENT	$
						OTHER THAN AUTO ONLY: EA ACC	$
						AGG	$
C		EXCESS / UMBRELLA LIABILITY OCCUR CLAIMS MADE DEDUCTIBLE RETENTION $	POLICY NUMBER	MM/DD/YYYY	MM/DD/YYYY	EACH OCCURRENCE	$ 1,000,000
						AGGREGATE	$ 1,000,000
							$
							$
							$
D		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below	POLICY NUMBER	MM/DD/YYYY	MM/DD/YYYY	X WC STATU-TORY LIMITS OTH-ER	
						E.L. EACH ACCIDENT	$ 100,000
						E.L. DISEASE - EA EMPLOYEE	$ 100,000
						E.L. DISEASE - POLICY LIMIT	$ 500,000
		OTHER					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS #6

The City of Boulder is named as Additional Insured as respects General Liability and Automobile Liability as required by their written contract with the Named Insured regarding Project/ Agreement No. _____ and/or Project Name: _____.

A Waiver of Subrogation in favor of the City of Boulder applies to Workers Compensation as required by their written contract.

CERTIFICATE HOLDER

#7

City of Boulder
Department of Risk Management
1777 Broadway
Boulder, CO 80306

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL XX DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. #8

AUTHORIZED REPRESENTATIVE #9

ACORD 25 (2009/01)

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IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

This Certificate of Insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

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