

# City of Boulder Open Space and Mountain Parks On-line Facility Use Agreement and Permit Instructions

## Step 1:

- Read the information listed on the “Getting Started” page.
- Select “Apply for a Facility Use Permit” when you are ready to begin the on-line process.
- If you need to modify an existing permit, select “Make a Change to Your Permit” at the bottom of the page.

The screenshot shows a web browser window displaying the City of Boulder Open Space & Mountain Parks website. The browser's address bar shows the URL: [http://www.bouldercolorado.gov/index.php?option=com\\_content&task=view&id=10164&Itemid=1922](http://www.bouldercolorado.gov/index.php?option=com_content&task=view&id=10164&Itemid=1922). The website has a dark red header with navigation links: Home, City A - Z, Business, Resident, Visitor, Departments, Newsroom, Jobs. A search bar is located on the right side of the header.

The main content area is titled "Getting Started" and includes the following text:

Welcome to the City of Boulder Open Space & Mountain Parks on-line facility use permit system. You may either process a new permit or change an existing permit. Please read the [Help and FAQ page](#) for information on applying for a permit.

This registration application works best with Internet Explorer 6.0+ and Firefox 1.5+. If you use the Safari internet browser on a Macintosh computer, you may run into issues with the on-line application's appearance.

**How do I register on-line?**

- Step One** Review and accept the Rules and Regulations.
- Step Two** Enter the on-line facility use permit system. Enter your applicant information or wait in the [Waiting Room](#) for the person(s) in front of you to finish.
- Step Three** Choose your facility and any required parking permits ([this is a 15 minute TIMED process](#)).
- Step Four** Confirm your order.
- Step Five** Enter your payment information and confirm.
- Step Six** Print and save your receipt. (Receipt is in PDF format. Adobe Reader is needed to view and print. Adobe Reader is available to download at the bottom of the page.)

Get Started: [Apply for a Facility Use Permit](#)

**How do I modify an existing permit?**

You must have your permit and confirmation numbers from your receipt. The following information can be modified on your permit:

- Add parking permits
- Changes to your facility use permit including date, time, and location (subject to availability and additional fees), and mailing address
- Cancel your facility use permit

The sidebar on the left contains the following links: Open Space & Mountain Parks, Plants & Wildlife, Visitor Information, Trails & Recreation, About OSMP, Get Involved!, Kids' Pages, Trail Study Areas, Visitor Master Plan, Acquisition and Preservation, Plans and Reports, Maps & GIS, En Espanol. At the bottom of the sidebar, the address is listed: P.O. Box 791, Boulder, CO 80306, 303-441-3440, with an [About Us](#) link.

On the right side of the page, there is a "SHARE" button, a link to "Visit OSMP's Photo Galleries!" with a photo of a bird, a pagination control showing "1 2 3 4 5 6 7 8 9 10", and links for "Contact Us" and "Alphabetical Site Index". At the bottom right, there is a "Follow us on twitter" logo.

## Step 1:

- Review and accept the Rules and Regulations.
- Select the red “Agree” button to continue.

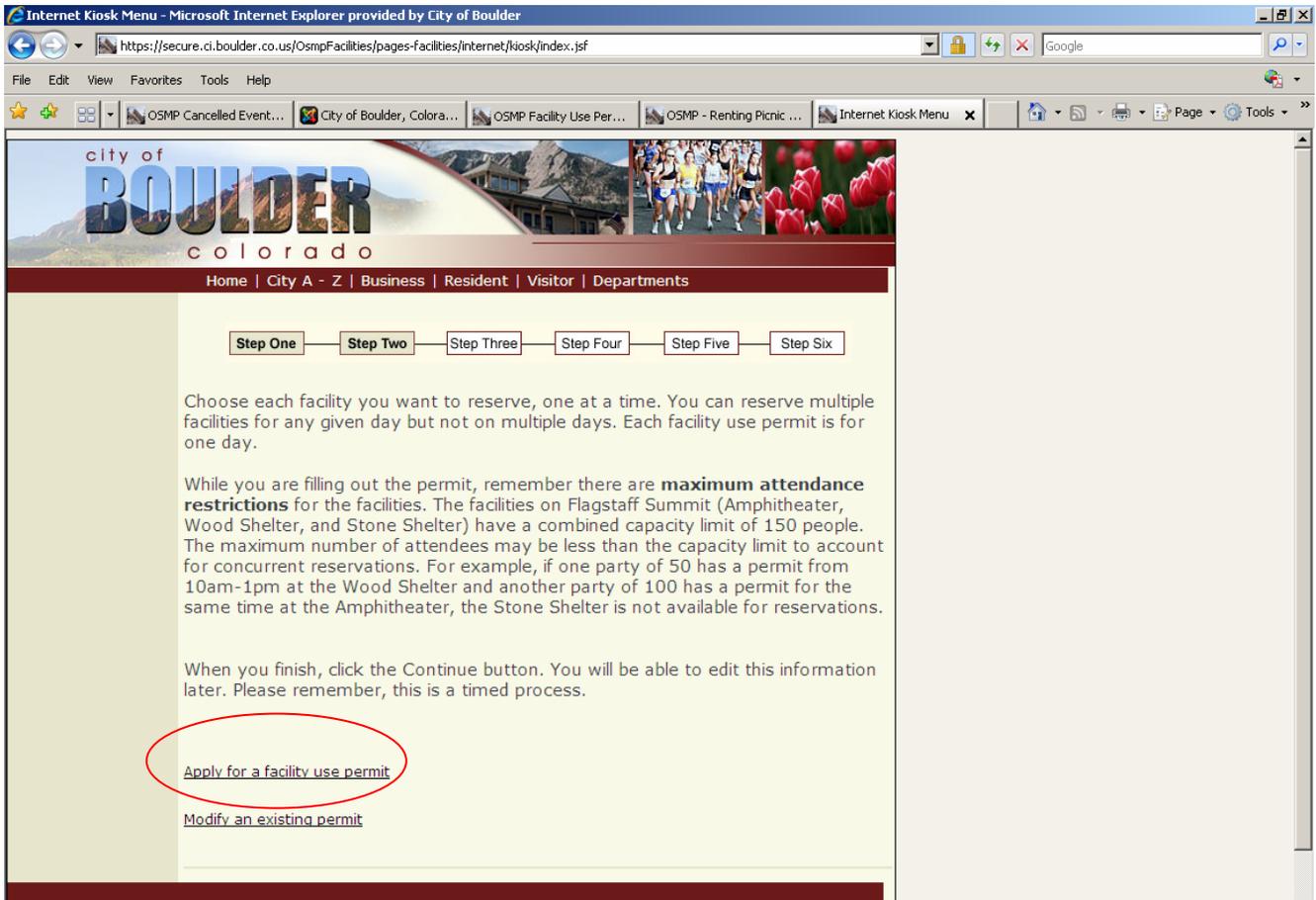
The screenshot shows a web browser window displaying the "On-line Facility Use Permit System" website. The browser's address bar shows the URL: [http://www.bouldercolorado.gov/index.php?option=com\\_content&task=view&id=104478&Itemid=415](http://www.bouldercolorado.gov/index.php?option=com_content&task=view&id=104478&Itemid=415). The page features a navigation menu on the left with categories like "Plants & Wildlife", "Visitor Information", "Trails & Recreation", "About OSMP", "Get Involved!", "Kids' Pages", "Trail Study Areas", "Visitor Master Plan", "Acquisition and Preservation", "Plans and Reports", "Maps & GIS", and "En Espanol". Below the menu is the address: P.O. Box 791, Boulder, CO 80306, 303-441-3440, and a link for "About Us".

The main content area is titled "On-line Facility Use Permit System" and includes a progress bar with six steps. Step One is highlighted in red, indicating the current step. Below the progress bar, the heading "Rules and Regulations" is displayed. The text reads: "Please read over and agree to our rules and regulations to continue. Facilities are patrolled by local law enforcement agencies. All applicable rules and regulations, including state statutes and city ordinances, will be enforced."

A list of rules and regulations follows:

- The Applicant is prohibited from raising funds, charging admission, or providing private training for pay unless combined with an Open Space and Mountain Parks commercial use permit. Refer to [commercial use permit](#) guidelines for more information.
- Glass containers are prohibited in any areas of Open Space and Mountain Parks pursuant to [section 8-3-9, B.R.C. 1981](#) (wine glasses, champagne bottles, and vases included). The use and breaking of glass in religious ceremonies will be permitted only if done on a sturdy tarp and all glass contained and removed.
- Use of live bands and amplification is restricted. Applicants must comply with the City Noise Ordinance as defined in [chapter 5-9, B.R.C. 1981](#) as well as [section 8-3-13, B.R.C 1981](#). If it is determined that noise is disturbing other park visitors, persons responsible will be asked to lower the noise and/or terminate the event and may be charged an additional fee for the services of the Noise Control Officer and will be responsible for any violations of City regulations.
- Destruction, damage, or removal of any vegetation or defacement of property is prohibited. Permit holders will be charged for the cost of repairs, and any violator of City regulations will be prosecuted.
- Loading and unloading of vehicles must be done from designated parking lot areas.
- No person shall start or maintain, or cause to be started or maintained any fire on any public property, park, parkway recreation area, open space, street, or public way, unless confined within a fireplace or grill permanently erected by the city for such purpose. No person shall place, erect, build, or construct a fireplace, stove, or other fire container in any public property, park, parkway, recreation area, open space, or public way, except pursuant to a written permit from the city manager pursuant to [section 5-4-10, B.R.C. 1981](#). All firewood and charcoal to be used in a permanent fireplace or grill on site must be furnished by the person(s) reserving the facility. Fuel containers used to heat warming/chafing dishes may be allowed if approved with the facility use agreement and if no fire bans are in place at the time of the event. Fireplaces and associated grills must be left in a clean condition, and fires must be fully extinguished and cold before leaving the area. Collection of wood or having creation of ground fires is strictly prohibited. **PLEASE NOTE:** Fire bans may be in effect at any time that prohibits fires or ignition sources of any type including what has been allowed in a permit. **Check in advance of event for any new fire bans.**
- Facilities must be left in a clean and orderly condition. Tables and other equipment must be replaced in their original location. Additional chairs, tables, or equipment will not be furnished by Open Space and Mountain Parks. For enclosed facilities, windows and doors must be closed and locked. Applicant will be required to

- Select the “Apply for a facility use permit” link to begin a new permit.
- Select the “Modify an existing permit” link to make changes to a permit.
- If you require administrative staff assistance during the on-line process, you will be charged a \$25 administrative fee.



## Step 2:

- Select the facility, date, and time.
- Check availability by clicking on the small calendar icon.
- The time remaining is shown in red at the top of the screen.
- The “View Pricing” link in red shows the prices of each facility.

Time Remaining: 00:14:47

Step One Step Two Step Three Step Four Step Five Step Six

Choose each facility you want to reserve, one at a time. You can reserve multiple facilities for any given day. You **cannot** reserve multiple facilities on multiple days. Each facility use permit is for one day.

While you are filling out the permit, remember there are **maximum attendance restrictions** for the facilities. The facilities on Flagstaff Summit (Amphitheater, Wood Shelter, and Stone Shelter) have a combined capacity limit of 150 people so the maximum number of attendees may be less than the capacity limit to account for concurrent reservations. For example, one party of 50 has a permit from 10am-1pm for the Wood Shelter and another party of 100 has a permit for the same time at the Amphitheater. The Stone Shelter would not be available for reservations.

When you finish, click the Continue button. You will be able to edit this information later. Please remember, this is a timed process.

No reservations pending. [Quit / Exit Queue](#)

### Add Facility To Reservation

Reservation Date:

Time:

Facilities:  Amphitheater  
 Stone Shelter  
 Wood Shelter [View Pricing](#)  
 Halfway House  
 Bluebell Shelter

- The chart below shows the capacity limit for each facility. The “X” indicates a facility is at maximum capacity and not available for reservations during the time listed. “Closed” indicates a facility is closed for the time frame given.
- Click “Add Facility to Reservation” to continue with the permit process.

Facility Reservations - Microsoft Internet Explorer provided by City of Boulder

https://secure.ci.boulder.co.us/OsmpFacilities/pages-facilities/Internet/kiiosk/index.jsf

File Edit View Favorites Tools Help

Facility Reservations

### Add Facility To Reservation

Reservation Date: 02/01/2010

Time: 7:00 AM - 8:00 AM

Sunrise Amphitheater  
 Stone Shelter  
 Wood (Jaycee) Shelter [View Pricing](#)  
 Halfway House  
 Bluebell Shelter

Nature of Event:

Maximum Number of Attendees:  =

| Capacity Limit Available<br>Feb 1, 2010 |                      |               |                       |               |                  |
|---|----------------------|---------------|-----------------------|---------------|------------------|
| Time                                    | Sunrise Amphitheater | Stone Shelter | Wood (Jaycee) Shelter | Halfway House | Bluebell Shelter |
| 7:00 AM - 8:00 AM                       | closed               | closed        | closed                | 49            | 50               |
| 8:00 AM - 9:00 AM                       | closed               | closed        | closed                | 49            | 50               |
| 10:00 AM - 1:00 PM                      | closed               | closed        | closed                | 49            | 50               |
| 2:00 PM - 5:00 PM                       | closed               | closed        | closed                | 49            | 50               |
| 6:00 PM - 9:00 PM                       | closed               | closed        | closed                | 49            | 50               |

X - indicates a facility is at maximum capacity  
 closed - indicates a facility is closed for the time frame given

Trusted sites 100%

- The Reservation Summary Chart shows the facility, date, and time you selected.
- Click “Continue” to proceed to applicant information or “Quit/Exit Queue” to logout.
- The trash can icon on the left of the chart deletes the reservation.
- The pencil allows you to modify your reservation.

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Home | City A - Z | Business | Resident | Visitor | Departments

Time Remaining: 00:14:16

Step One — Step Two — Step Three — Step Four — Step Five — Step Six

Choose each facility you want to reserve, one at a time. You can reserve multiple facilities for any given day. You **cannot** reserve multiple facilities on multiple days. Each facility use permit is for one day.

While you are filling out the permit, remember there are **maximum attendance restrictions** for the facilities. The facilities on Flagstaff Summit (Amphitheater, Wood Shelter, and Stone Shelter) have a combined capacity limit of 150 people so the maximum number of attendees may be less than the capacity limit to account for concurrent reservations. For example, one party of 50 has a permit from 10am-1pm for the Wood Shelter and another party of 100 has a permit for the same time at the Amphitheater. The Stone Shelter would not be available for reservations.

When you finish, click the Continue button. You will be able to edit this information later. Please remember, this is a timed process.

**Reservation Summary**

| #   | Date     | Time               | Facilities    | Nature of Event | Max Attendance |
|-----|----------|--------------------|---------------|-----------------|----------------|
| 191 | 01/02/10 | 10:00 AM - 1:00 PM | Stone Shelter | Party           | 150            |

1 reservation(s) pending.

Quit / Exit Queue   Continue

To remove a reservation from your permit, please click the trash can icon . To change a reservation on your permit, please click the pencil icon .

### Step 3:

- Fill in the applicant information.
- The \* are required fields.

Step One Step Two **Step Three** Step Four Step Five Step Six

Fill in responsible party's information below. All required fields must be filled in to continue. If you have already filled in this information while in the Waiting Room, please review it before continuing.

You must be a City of Boulder resident to obtain an Alcohol Permit.

**Primary Contact** \* = required

First Name:  \*

Last Name:  \*

Address:  \*

Address 2:

City:  \*

State: --Select One-- \*

Zip:  \*

Country:

Are You A City of Boulder Resident?  (clicking the checkbox indicates Yes)

Phone (Primary) - no dashes or periods:  \*

Phone (Secondary) - no dashes or periods:

Email Address:

The email address entered will receive confirmation of any permit request including changes to the permit.

Driver's License #:  \* (Only enter the last 4 digits of your license here)

Driver's License State: --Select One-- \*

- Select "Save and Go Back" to make changes to facility, date, or time.
- Select "Continue" to move to Step 4.
- Select "Quit/Exit Queue" to terminate the reservation process.

Address 2:

City: Lafayette \*

State: Indiana \*

Zip: 47909 \*

Country:

Are You A City of Boulder Resident?  (clicking the checkbox indicates Yes)

Phone (Primary) - no dashes or periods: 3034413440 \* Phone number not valid

Phone (Secondary) - no dashes or periods:

Email Address:

The email address entered will receive confirmation of any permit request including changes to the permit.

Driver's License #: 2343 \* (Only enter the last 4 digits of your license here)

Driver's License State: Colorado \*

**Secondary Contact**

First Name:

Last Name:

**Sponsor / Organization**

Name:

Quit / Exit Queue Save & Go back Continue

## Step 4:

- Select the number of parking permits you require for your event.
- Select “Save and Go Back” to make changes to facility, date, or time.
- Select “Continue” to move to Step 4.
- Select “Quit/Exit Queue” to terminate the reservation process.

Alcohol, Parking Key, Deposit Information - Microsoft Internet Explorer provided by City of Boulder

http://securestage.ci.boulder.co.us/OsmpFacilities/pages-facilities/internet/applicantInformation.jsf

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### Parking Permit Information

Time Remaining: 00:12:26

Step One — Step Two — Step Three — Step Four — Step Five — Step Six

### Parking Permits

Please choose the number of parking permits you require below.

Daily permits may also be purchased any time before the event at designated self-serve kiosks on Flagstaff Road or Flagstaff Summit Road or at our administrative office (66 S. Cherryvale Road, Boulder CO 80303). Vehicles in the Flagstaff Mountain parking areas not registered in Boulder County are required to purchase and display a valid parking permit. Parking permits are not included in the facility use permit fees and DO NOT GUARANTEE a parking space. **Please note that purchased permits are non-refundable.** Permits do not expire so they can be used for parking on any one calendar day. Select the number of permits needed below. If permits are purchased online, they will be automatically mailed to you within 5-7 working days.

**Note:** It is encouraged as a suggested safety guideline that vehicles over 30 feet in length not drive on Flagstaff Road towards the summit due to sharp turns.

Number of Parking Permits Requested:

Quit / Exit Queue Save & Go back Continue

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## Step 4:

- Read the Applicant Terms and type initials in the box.
- Verify that the applicant and facility information is correct or make any necessary changes.
- Select “Go back & edit” to make changes.
- Select “Pay Online with Credit Card” to pay with VISA, MasterCard, Discover, or American Express.
- Select “Quit/Exit Queue” to terminate the reservation process.

Summary - Microsoft Internet Explorer provided by City of Boulder

https://securestage.ci.boulder.co.us/OsmpFacilities/pages-facilities/internet/otherInformation.jsf

File Edit View Favorites Tools Help

OSMP Voice & Sight Administr... Summary

Step One Step Two Step Three Step Four Step Five Step Six

### Facility Use Permit Summary

Please verify that the applicant and facility information listed below is correct or make any necessary changes. Please read and agree to abide by the applicant terms before proceeding to the payment screen. Type your initials in the box after you have read the applicant terms to signify you agree to abide by the terms.

**APPLICANT:**

1. I/We certify that I/We have read and understand all of the [Regulations](#).
2. I/We agree to comply with each of the Regulations.
3. I/We agree to indemnify and hold harmless the City of Boulder, and all City of Boulder officers, employees, agents and representatives from any and all claims, demands, judgments costs and expenses, including attorney's fees, arising out of any accident or occurrence causing injury to any persons or property whomsoever or whatsoever due directly or indirectly to the event or maintenance of the facility during the term of the Permit.
  1. I/We agree to immediately reimburse the City of Boulder for any costs or repairs incurred as a result of the event.
  2. I/We acknowledge that a violation or an infraction could result in the issuance of a summons, fine, and/or revocation of the Permit and affect any eligibility to re-apply.

**Facility Use Permits are not complete until payment is made in full.**

Initials Indicating Acceptance of Facility Use Agreement:

Please select from the following options. If paying by credit card on-line, please choose 'Pay On-line with Credit Card'. If paying by some other means (cash or check) or to pay direct with a credit card (not on-line), choose the 'Pay at Front Desk' option.

Name: osmp cherryvale  
Address: 66 s. cherryvale road boulder CO 80303 usa

Done Trusted sites 100%

## Step 5:

- Enter in credit card type, number, expiration date, CVV code, cardholder name, and billing address.
- Select “I authorize this transaction” to continue with reservation process.
- Select “Save & Go Back” to make a change to your permit.
- Select “Quit/Exit Queue” to terminate the reservation process.

Credit Card Information - Microsoft Internet Explorer provided by City of Boulder

http://securestage.ci.boulder.co.us/OsmpFacilities/pages-facilities/internet/summary.jsf

mybinding.com coupon code

OSMP Voice & Sight Administr... Credit Card Information

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Time Remaining: 00:11:25

Step One Step Two Step Three Step Four Step Five Step Six

This page must be completed in order to secure your facility use permit.

\* = required

Type of Card: VISA

Card Number: 4111111111111111 \*

Expiration Date: 02 2012

Cardholder Name: Nut Up Shut Up \*

CVV: 123 (numbers on the back of card) \*

3 for VisaMC 4 for AMEX

Billing Address: 66 S. Zombieland Lane \*

Billing City: Boulder \*

Billing State: Colorado \*

Billing Zip: 9=80303 \*

Amount: 175.00

Quit / Exit Queue Save & Go back I authorize this transaction

## Step 6:

- The permit is complete once you get to the “Thank You” page.
- Write down the permit and confirmation number for your records.
- You can print a copy of the permit by selecting the “View Permit” link
- The “Print Page” link prints the “Thank You” page.

