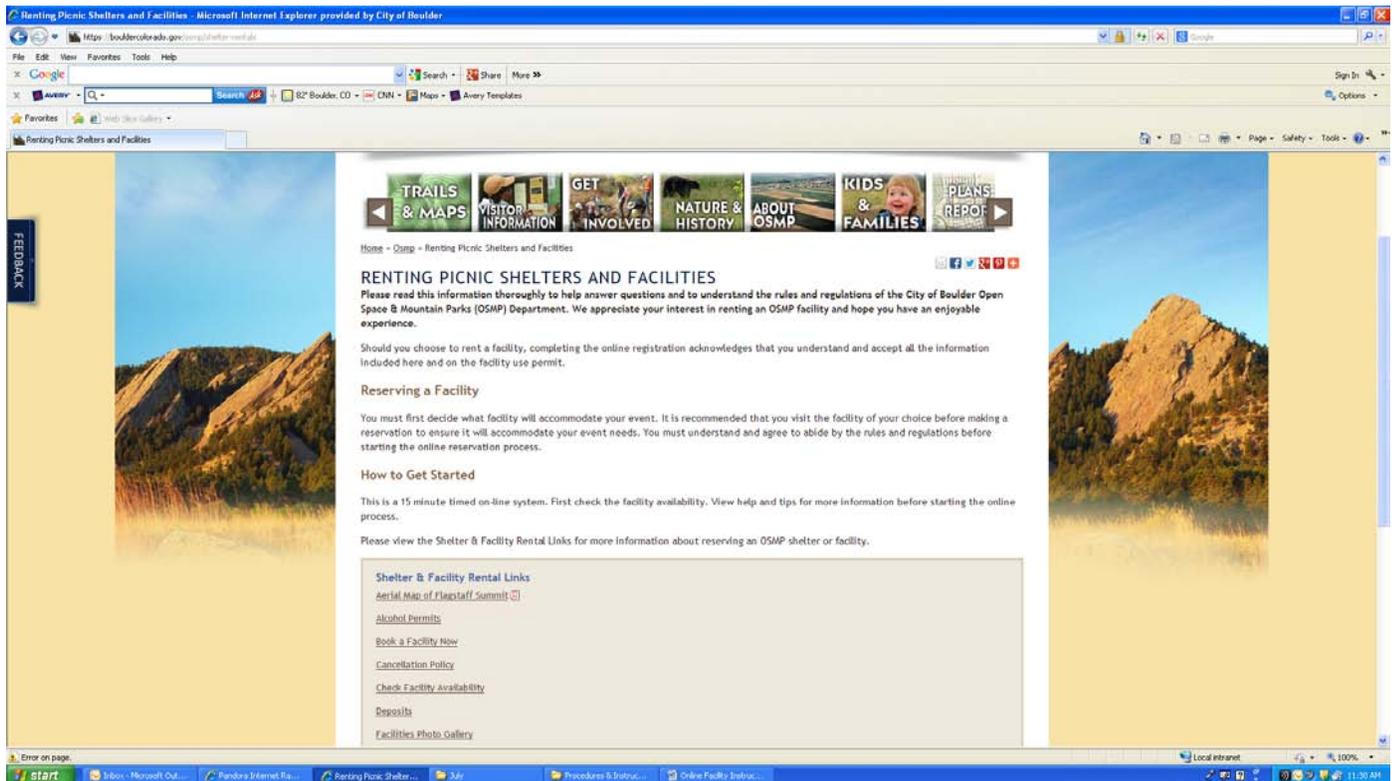


City of Boulder Open Space and Mountain Parks On-line Facility Use Agreement and Permit Instructions

Step 1:

- Read the information listed on the “Renting Picnic Shelters and Facilities” page.
- Select “Book a Facility Now” when you are ready to begin the on-line process.



Step 1:

- 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 an existing 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 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.

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.

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

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

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.

The screenshot shows a web browser window titled "Credit Card Information - Microsoft Internet Explorer provided by City of Boulder". The address bar shows the URL: <http://securestage.ci.boulder.co.us/OsmpFacilities/pages-facilities/internet/summary.jsf>. The browser has two tabs: "OSMP Voice & Sight Administr..." and "Credit Card Information".

The page content includes a navigation bar with links: Home | City A - Z | Business | Resident | Visitor | Departments. A red timer at the top center reads "Time Remaining: 00:11:25". Below the timer is a progress bar with six steps: Step One, Step Two, Step Three, Step Four, Step Five, and Step Six. Step Five is currently selected.

The main content area contains the following text: "This page must be completed in order to secure your facility use permit." and a legend: "* = required".

The form fields are as follows:

- Type of Card: VISA (dropdown)
- Card Number: 4111111111111111 *
- Expiration Date: 02 / 2012 (dropdowns)
- Cardholder Name: Nut Up Shut Up *
- CVV: 123 (numbers on the back of card) *

Below the CVV field are two card icons: a Visa MC card (labeled "3 for VisaMC") and an AMEX card (labeled "4 for AMEX").

The Billing Address section includes:

- Billing Address: 66 S. Zombieland Lane *
- Billing City: Boulder *
- Billing State: Colorado (dropdown) *
- Billing Zip: 9=80303 *

The Amount is displayed as 175.00.

At the bottom of the form are three buttons: "Quit / Exit Queue", "Save & Go back", and "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.

