



## City of Boulder Open Space and Mountain Parks

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<http://www.osmp.org>

# Special Use Permit Application

### What is the Special Use Permit Program?

The Special Use Permit Program manages non-commercial group activities on Open Space and Mountain Parks (OSMP) lands. OSMP has designed the program to help minimize impacts to natural, agricultural and cultural resources, and preserve the quality of the visitor experience.

### Who needs a special use permit?

Any organizer of a passive recreational group activity with 25 or more participants will require a special use permit. School activities will need a permit for groups with 50 or more participants. Organizers of school activities for groups with 25 to 49 participants need to notify OSMP of the location of the trip and receive and follow low impact principles.

### What will not be permitted with a special use permit?

- Concerts or amplified events
- Fundraising events without a city sponsor
- Organized recreational sporting events
- Commercial uses, charging fees or conducting a profit-making event (you may apply for a commercial use permit.)
- Any motorized vehicular access or use
- Organized events requiring off-trail use or special facilities that are inconsistent with the purposes of the area
- Sale or dispensation of alcohol
- Any use or event that violates city, county or state law

### Application information:

- Read and agree to the special use terms and conditions.
- Fill out this application thoroughly as soon as you begin to plan a trip to OSMP.
- You are required to submit your application at least 14 days before the requested trip. OSMP staff will work with trip organizers who apply fewer than 14 days before the planned trip, but there is no guarantee that the permit will be issued in time for the trip.
- Toilet and parking facilities must be adequate for the proposed trip.

### Special use guidelines:

- Fundraisers are prohibited unless there is a city sponsor. A city sponsor is a full-time permanent city employee who serves as a representative for the trip. The sponsor must pledge that the program being supported by the fundraiser is aligned with a city program's purpose and objectives. The sponsor is required to be familiar with the conditions of the permit and be able to report back to OSMP staff with summary information about the trip, including the number of participants, the start time, end time and any other pertinent information.
- Most OSMP trailheads do not accommodate full-sized busses or school busses. The exceptions are Chautauqua and South Mesa Trailhead. Boulder County restricts vehicles that are more than 30 feet long from driving up Flagstaff Mountain.
- We encourage you to be trained in and teach Leave No Trace principles by taking an awareness workshop offered through Leave No Trace Center for Outdoor Ethics.
- This permit application is only for permission to use the city of Boulder Open Space and Mountain Parks lands. OSMP properties are surrounded by land managed by other departments or agencies. If activities associated with this trip include land managed by other agencies, those agencies should be contacted for review and approval.
- If you plan to travel off of a designated trail in a Habitat Conservation Area, you will need to obtain an off-trail permit. The group size limit for off-trail permits is 16 people.

**Special use permit terms and conditions:**

OSMP may make modifications to this list based on your permit application.

1. Stay on the listed designated trails and do not obstruct or block trails or parking areas.
1. Mitigate on-trail conflict, unpleasant, or irritating situations by breaking into groups with 16 or fewer participants upon entering OSMP lands, and by practicing good trail etiquette including yielding to others while staying on the trail and not stepping on vegetation.
2. Trail etiquette should be stressed throughout the trip.
3. Dogs must remain on-leash.
4. Trip organizers must require participants to sign up for the trip in advance in order to effectively limit the number of participants. Trip organizers shall not publish specific details about start time and location in any flyers or advertisements notifying the trip unless the notice refers to the requirement of reservations for attending the trip.
5. No sales or solicitation for sales is to be conducted on OSMP property.
6. Group size cannot exceed what has been approved by OSMP.
7. If your group has 50 or more participants, comply with the parking, trash and toilet plan you provided.
8. If damages occur due to the trip, all damages will be billed to the trip organizer.
9. Trip representatives must carry this letter or a copy of it and show it to staff if requested.
10. Permits may be immediately suspended, revoked, or modified for any reason.
11. OSMP lands will generally remain available on a first-come-first-served basis for all visitors.
12. Permits do not grant exclusive use of site or parking facilities. Permittees shall ensure that the rights and privileges of other visitors are recognized and met.
13. The permit holder shall indemnify, defend, and hold harmless the city of Boulder and its agency employees for losses, damages, or judgments and expenses on accidents.
14. No improvements or trail alterations of any kind, temporary or permanent, are authorized without written permission from OSMP. No facility, property or natural feature may be destroyed, defaced, removed or disturbed.
15. The \$100 security deposit may be waived pending receipt of a letter stating trip organizers will be responsible for any and all damages that result from the trip.
16. Event signs must be approved by the department. No signs advertising the event are permitted.
17. In the event of rain or snow within 48 hours of the trip, the trip may have to be rescheduled or cancelled.
18. The minimum security deposit is \$100.
19. Security deposits will be returned after the trip depending on the extent of damages incurred.
20. Organizers are responsible for providing safety and medical coverage for the trip.
21. Permit holders shall comply with all OSMP rules and regulations.

**\* Required Information**

\*Name of individual or organization sponsoring the event \_\_\_\_\_  
Name of individual in charge of event (if different from above) \_\_\_\_\_  
\*Mailing address \_\_\_\_\_  
\_\_\_\_\_  
\*Phone number \_\_\_\_\_  
Fax \_\_\_\_\_  
\*Email \_\_\_\_\_

**Additional Contact Person (optional)**

Secondary contact name \_\_\_\_\_  
Mailing address \_\_\_\_\_  
\_\_\_\_\_  
Phone number \_\_\_\_\_  
Fax \_\_\_\_\_  
Email \_\_\_\_\_

**Planned Trip Information (You may apply for more than one trip – make as many copies as necessary.)**

\*Date \_\_\_\_\_ \*Start time \_\_\_\_\_ \*End time \_\_\_\_\_  
\*Activity \_\_\_\_\_ \*Number of visitors \_\_\_\_\_ \*Number of trip supervisors \_\_\_\_\_  
\*Location trail name one \_\_\_\_\_  
Location trail name two \_\_\_\_\_  
Location trail name three \_\_\_\_\_  
\*Type of event and complete description of planned activities:

\*Purpose of trip:

\*How are participants being notified?

\*Resources/facilities you are intending to provide (trip personnel, restrooms, trash, transportation, parking and marshals, aid stations, signs, medical personnel, tables, chairs, canopies, etc.):

City resources you are requesting (these resources may or may not be available) - check the appropriate boxes.

- Trash receptacles
- Restrooms
- Staff (law enforcement, medical, etc.)
- Equipment
- Parking
- Picnic facilities
- Signs
- Other - please specify:

\*Please provide toilet, trash and parking plan and any details on resources checked above (show location on site map, quantity of resources needed, time frame, etc.).

\*Does the trip provide any liability insurance? If so, please provide details on the amount of coverage and who is covered.

\*How will the trip be organized and conducted? (Dispersed, one large group, etc.)

\* What safety measures are planned for the trip (medical personnel, safety precautions, etc.)

\*Alternative sites considered and reasons for sites chosen and not chosen:

\*If this is a fundraiser, who is your city sponsor? (See guidelines above)

**\*Attach a sketch or marked up OSMP map of the planned trip** (general location, identify specific locations of all aspects of the trip - i.e. parking, trash, restrooms, aid stations, etc.)

Any other pertinent information that will aid in the evaluation of your permit:

I agree to these terms and conditions and understand that a violation or an infraction could result in a summons, fine and/or revocation of the permit and eligibility to re-apply. 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 special use permit. 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 special use permit period.

Signature of Applicant (must be at least 18 years old) \_\_\_\_\_ Date \_\_\_\_\_

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*For official use only*

Conditions of approval:

Disapproved      Date: \_\_\_\_\_

Reasons for disapproval: