



ROXBOROUGH STATE PARK

4751 E. Roxborough Drive • Roxborough, Colorado 80125 • Phone (303) 973-3959 • FAX (303) 973-4044
Roxborough.Park@state.co.us

2024 AUDITORIUM RESERVATION INFORMATION

The auditorium at Roxborough State Park's Visitor Center is available by reservation only for small groups seeking a quiet place to meet. Located in the Visitor Center, which is in the center of the spectacular Fountain Valley, the auditorium can accommodate up to 40 people.

To reserve the auditorium, call the Roxborough Visitor Center at 303-973-3959 between 9:00 a.m. and 4:00 p.m. Please be aware that Visitor Center and park hours vary throughout the year. Once you receive verbal confirmation that the auditorium is available for your event, please complete and return the reservation form (attached), the special activity agreement (attached) and a brief summary of your event to Roxborough State Park either physically or digitally to Roxborough.Park@state.co.us.

Special Considerations

- Group size is limited to 39 people.
- The rental cost of the auditorium is \$100.00 per day plus a non-refundable \$10.00 reservation fee.
- **Special Activity Agreement is also required.** Fees vary depending on event and activities.
- Payment is due upon making the reservation. If the reservation is cancelled 14 or more days prior to the event, there will be a \$25.00 cancellation fee. If the reservation is cancelled less than 14 days prior to the event, refunds will not be given.
- Events may only be scheduled during hours in which the Park is open and staffed.
- **Each vehicle entering Roxborough State Park must display a valid park pass.** Daily passes cost \$10.00 per vehicle and may be purchased in advance or on the day of the event and distributed to the drivers.
- **If you choose to schedule your event on a weekend, please note that a facility reservation does not guarantee entry into the park in a timely manner when the park is full, as we frequently reach parking capacity. Please ensure your guests arrive as early as possible and encourage carpooling.**
- A coffee pot is supplied; however, there are no kitchen facilities. Coolers are recommended for items that need to be refrigerated.
- The Visitor Center is a non-smoking facility - no exceptions. This includes vaping and marijuana use.
- Special arrangements may be made for audio/video equipment in advance, but you will need to use your own computer.
- Park regulations prohibit the sale of any items or services in the Park without a concession permit, this includes paid photography.
- No signs, ribbons, or balloons may be posted in the Park, nor may any rice, confetti, glitter, or other material be deposited around the area. Bubbles are a recommended alternative.
- The release of butterflies, doves, or any creature is prohibited within Roxborough State Park.
- Cell phones may be inoperable in the park - the Park business line will be available in case of emergency.
- Pets are prohibited with the exception of bona fide service animals per ADA definitions.
- It is the responsibility of the reserving individual to clean up the area after the event.
- Facility rentals are for events only, not receptions.



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AUDITORIUM RESERVATION FORM

Date Reservation Submitted _____ Date of Event _____

Name _____ # of People in Party _____

Address _____

City _____ State _____ Zip _____

Phone (H) _____ (W) _____ (Cell) _____

E-mail address _____

Arrival Time _____ Departure Time _____

Phone _____

I have read the Auditorium Information on the previous page and understand and agree to the Special Considerations provided.

Signature _____

Fees

Reservation Fee	\$10.00	= \$ <u>10.00</u>
Special Activity Agreement Fees	(Enter SAA Total)	= \$ _____
Room Fee	\$100.00 x _____ days	= \$ _____
TOTAL		= \$ _____

- Office Use Only-

Date Fees Received _____

Amount \$ _____

Name on Check _____

Check # _____

RoxRide Requested? _____

(If Yes, attach Form)

Credit Card Number _____

Expiration Date _____

Name on Card _____

Card type _____



COLORADO PARKS AND WILDLIFE

2024 Special Activities Agreement

Roxborough State Park

4751 E. Roxborough Dr, Littleton CO 80125

SUBMIT COMPLETED ACTIVITY AGREEMENT 90 DAYS PRIOR TO EVENT

GENERAL INFORMATION

Name of Site/ Area Requested:	Date(s) of Request:
	Earliest Set-up Date/Time:
Will you be having multiple events this year? Yes No	Latest Clean-up Date/Time:
Official Name of Group:	CID # (if applicable):
Name of Event:	
Type of Activity:	Competitive? Yes No
Number Participants:	Number of Vehicles:

RESPONSIBLE PERSON

DISCLOSURE

<p style="text-align: center; font-size: small;">This information will be used for park reference.</p> <p>Name: _____</p> <p>Date of Birth: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>E-mail: _____</p> <p>Public Phone #: _____</p> <p>Event Day Cell Phone #: _____</p> <p>ID/Driver license # & State: _____</p>	<p>1. Will other state parks be used? Yes No</p> <p style="padding-left: 40px;">If yes, list park(s) _____</p> <p>2. Will you be selling items at event? Yes No</p> <p style="padding-left: 40px;">If yes, list items _____</p> <p>3. Will a fee or donation be collected? Yes No</p> <p style="padding-left: 40px;">If yes, amount(s) of fee(s): _____</p>
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CONDITIONS

Please read and initial the following items where indicated.

<p>_____</p> <p style="font-size: x-small;">Permittee Initials</p>	<p>The Division of Parks and Wildlife maintains the right and authority to amend or cancel this permit at any time should the applicant fail to abide by conditions agreed to or if public health, safety and welfare so dictate.</p>
<p>_____</p> <p style="font-size: x-small;">Permittee Initials</p>	<p>The permittee agrees to hold harmless the State of Colorado, Division of Parks and Wildlife, Roxborough State Park and their employees, from any death, injury or property damage occurring as a result of this event.</p>
<p>_____</p> <p style="font-size: x-small;">Permittee Initials</p>	<p>All participants in the event agree to abide by and obey all rules and regulations of the Division of Parks and Wildlife, and any Federal, State, or Local regulations that may apply. Visit or website or contact the Visitor Center for more information.</p>
<p>_____</p> <p style="font-size: x-small;">Permittee Initials</p>	<p>Approval to hold this event does not imply that extra services will be provided nor does it place any additional liabilities upon the Division of Parks and Wildlife.</p>
<p>_____</p> <p style="font-size: x-small;">Permittee Initials</p>	<p>The permittee may be assessed a Staff Impact Fee for extra services provided by the Division of Parks and Wildlife. Payment, if required, is due upon submittal of this application unless other arrangements have been approved.</p>
<p>_____</p> <p style="font-size: x-small;">Permittee Initials</p>	<p>Permittee will insure that all participants stay on designated trails/paths and roadways and the modification of resource features or destruction of any vegetation is expressly prohibited.</p>
<p>_____</p> <p style="font-size: x-small;">Permittee Initials</p>	<p>Permittee will park all vehicles in designated areas only. A valid parks pass is required on all vehicles. Exceptions are not made for special activities.</p>
<p>_____</p> <p style="font-size: x-small;">Permittee Initials</p>	<p>No implied rights or reservations are granted as to parking spaces. Admission is on a first come, first served basis. Entry to a park may be prohibited when the park is at capacity. Exceptions are not made for special activities.</p>
<p>_____</p> <p style="font-size: x-small;">Permittee Initials</p>	<p>The permittee shall supply all necessary resources and equipment to safely conduct this event. The permittee shall be responsible for any and all damage to park resources and/or facilities that result from this event.</p>
<p>_____</p> <p style="font-size: x-small;">Permittee Initials</p>	<p>All temporary signs, banners and markers are to be set only with the permission of the park staff and should be approved thirty days prior to the event. No chalk, tape, or paint permitted for marking courses.</p>
<p>_____</p> <p style="font-size: x-small;">Permittee Initials</p>	<p>The permittee agrees to provide flyers and/or signs regarding the event one week prior to the event should park staff determine it is necessary to minimize use conflicts.</p>
<p>_____</p> <p style="font-size: x-small;">Permittee Initials</p>	<p>Dogs or other pets, off-trail travel, and climbing on rocks is prohibited park-wide. Pets are not permitted anywhere in the park, including in vehicles.</p>

I understand that I am the responsible party for compliance with Statutes, Regulations and the condition of Park property reserved by this agreement. Violation of these rules or any laws or Park Regulations will result in probation, eviction, citation and/or affect your future use of Colorado Parks and Wildlife properties, including revocation of permits without refunds.

Permittee Initials

ADVERTISING

1. Will event be publicized?

Yes No

If Yes, how?

Television Radio Newspaper Email Internet Other

If Other, please specify: _____

INSURANCE

PROOF OF INSURANCE IS DUE PRIOR TO THE EVENT

If it is determined, the responsible person holding the event will submit a certificate of insurance indicating insurance coverage in the minimum amount of \$350,000.00 personal injury / \$990,000.00 per occurrence as specified in 24-10-114, C.R.S.

---- IMPORTANT ----

The State of Colorado, Colorado Parks and Wildlife, and Roxborough State Park are to be listed as **Additionally Insured Parties**.

The Event Organizer will be Certificate Holder. **PROOF OF INSURANCE IS DUE PRIOR TO THE EVENT.**
Use 4751 E. Roxborough Dr, Littleton, CO 80125 as address for all additionally insured parties

APPLICATION SUBMITTAL

Upon submittal of this agreement a non-refundable \$30.00 fee is required **with a brief 250 word summary of your event**. If additional fees are required to facilitate your event, you will be notified by park staff. Submit applications through email to Roxborough.Park@state.co.us or in person at the Roxborough State Park Visitor Center.

SIGNATURE

Perjury statement: I hereby swear or affirm under penalty of perjury that the information given herein is true and correct to the best of my knowledge and belief.

Signature of Responsible Person _____

Printed Name _____

Date _____

The signature above indicates this individual accepts responsibility for the event and the stipulations listed on this form.

OFFICE USE ONLY FEES

- _____ 1. Permit filing fee for administration and processing services - \$30.00
- _____ 2. Per person charge in lieu of the required parks pass, if applicable:
\$4.00/person per day
- _____ 3. A percentage fee of profits generated within the park or negotiated flat fee
5% of gross revenue or Negotiated Flat Fee
- _____ 4. Operational & Maintenance fees - \$25.00
- _____ 5. Additional fees may be added to reimburse the park for staff time and equipment
if assigned to your event:
- | | |
|--------------|----------------|
| Ranger: | \$25.00 / hour |
| Patrol Unit: | \$10.00 / hour |
| Maintenance: | \$25.00 / hour |
- _____ 6. Other: _____
- _____ **Total Amount Due** **PAID: Order #:** _____

DIVISION USE ONLY

Fee Activity

Non-Fee Activity

Approved _____ Denied _____ Signature _____ Date _____

Park Manager or Designee