

**APPLICANT:** Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**ORGANIZATION:** Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Event Coordinator: \_\_\_\_\_ Zip Code: \_\_\_\_\_

hereby makes application for access to: \_\_\_\_\_

**List Open Space/Property Name** \_\_\_\_\_

**Attach map of Access Route and Event**  **Attach Certificate of Liability Insurance**

FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
*Start Date/Time* *Completion Date/Time*

**NATURE OF ACTIVITY:** Please explain event, listing location in detail or please attach a separate sheet with a map, if needed:

**Event Description:** \_\_\_\_\_

**Event Route:** \_\_\_\_\_

**Staging Needs & Locations:** \_\_\_\_\_

**Equipment Types and Duration of Use:** \_\_\_\_\_

**Have you applied for Open Space Use before?** YES \_\_\_\_\_ NO \_\_\_\_\_

In consideration of this application, **if approved**, the applicant, participants and contractors agree to indemnify and hold harmless the City of Louisville, its officers, employees, agents, or servants, and to pay any and all judgements rendered against said persons on account of any suit, action, or claim caused by arising from, or on account of acts or omissions by the Licensee, his officers, employees, agents or servants, in connection with the use of the subject City property, and to pay to said persons their reasonable expenses, including but not limited to, reasonable attorney's fees and reasonable expert witness fees, incurred in defending any such suit, action, or claim.

The undersigned hereby assumes personal and individual liability for himself/herself and his/her participants and on behalf of Licensee for any damages to said City property or equipment occurring through or during the occupancy or use of said property by Licensee. The undersigned personally and individually and on behalf of the Licensee and accepts liability for all necessary repairs to the property and/or repair or replacement of equipment in the event of damage. Any reclamation needing to be performed as a result of this activity will be the responsibility of the Licensee.

Licensee covenants to use City property only for lawful purposes and in a lawful manner, in accordance with all applicable statutes, ordinances, rules and regulations.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Contractor*

\_\_\_\_\_  
*Date*

**RETURN COMPLETED FORM TO Ranger Naturalist, PARKS & RECREATION, 739 S. 104<sup>th</sup> Street, LOUISVILLE, CO 80027, 303-335-4770 or email to [openspace@louisvilleco.gov](mailto:openspace@louisvilleco.gov)**

## Checklist for Open Space Use Permits:

Trail markings (arrows, directional info, distance etc.) are limited to signage only. **Absolutely no ground markings will be permitted** on trails, sidewalks or open space property. All signage must be removed immediately upon completion of event.

The City requires all event staff and participants to stay on designated trail as they access the property. Limit damage and disturbance to one set of 2 tire tracks (pull-in and reverse in the same set of tire tracks). Driving off trail in wet conditions is not permitted.

While operating a vehicle on open space, use hazard lights, limit speed to 5mph, use a spotter when backing and avoid driving under overhanging limbs.

While operating a vehicle on open space, you **must** stop for pedestrians on the trail. Be aware of potential blind corners and users approaching from behind.

The City requires all trail users to demonstrate proper trail etiquette by traveling single file on trails <4 ft. in width and no more than 2-abreast on all other trails.

*The appropriate order for yielding the trail right-of-way is as follows: Bicyclists yield to pedestrians, and bicyclists headed downhill yield to bicyclists headed uphill. Yielding the right-of way requires slowing down to a safe speed, being prepared to stop, establishing communication, and passing safely.*

The permit holder is responsible for repairing any new damage or disturbance on open space, including trail surface, fences and any other infrastructure, and vegetation/plant communities.

Failure to comply with these rules and conditions of the permit may result in the event being shut down, a denial of future permits and/or citation for damage to open space. Complaints or safety concerns may result in the denial of future permit from the applicant.

**Previous damage to trail, vegetation:**

**Open Space Notes:**

FOR OFFICE USE ONLY: APPLICATION APPROVED:

APPLICATION NOT APPROVED:

For Approval:

\_\_\_\_\_  
*Signature of authorized City of Louisville Representative*

\_\_\_\_\_  
*Date:*

COMMENTS / Follow-up Inspection: