

Requirements for ALL CMC trips to **Roxborough State Park**,  
Effective immediately, June 16, 2019

(In summary, any CMC group using Roxborough must have fewer than 15 heartbeats, and any smaller group requires the attached SSA form to be completed and delivered via mail or email at least a week ahead to Angel Tobin at Roxborough State Park Visitor's Center.)

Per Emily Bresko, our CMC Permit Coordinator:

Roxborough State Park is making efforts to better manage the park's use and make sure groups have a clear understanding of all rules and regulations before leading trips in the park. **Beginning in June 2019, all organized groups using the park will need to fill out and turn in a Special Activities Agreement (SAA) 1 week before their trips. The term "organized groups" includes all free CMC trips, as well as any fee-based classes.**

Despite what the SAA form says, no permit application fees will be charged for CMC trips. This is merely a way for them to keep track of who is using the park and make sure that all groups are familiar with the rules and regulations. If trip leaders are unable to submit the SAA 1 week ahead of time, they must turn it in as soon as possible, but **not** the day of the trip. Completed Special Activities Agreements (SAAs) can be emailed to [Roxborough.park@state.co.us](mailto:Roxborough.park@state.co.us) and/or [angel.tobin@state.co.us](mailto:angel.tobin@state.co.us).

Roxborough State Park is still working on communicating these new policies to all employees and volunteers. If any rangers or volunteers request that you pay a fee for you Special Activities Permit, please show them the attached confirmation email from Angel Tobin, Volunteer & Interpretive Services Manager.

Please note that Roxborough State Park is a Gold Standard Site for Leave No Trace, and they request that you follow the seven principles. They also encourage smaller groups of 15 or less to mitigate resource damage. Thank you for your continued support of Colorado's State Parks!"

Emily Bresko

**Program Coordinator**

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A Passion for the Mountains



# COLORADO PARKS AND WILDLIFE

## 2019 Special Activities Agreement

### Roxborough State Park

4751 E. Roxborough Dr, Littleton CO 80125

**SUBMIT COMPLETED ACTIVITY AGREEMENT 90 DAYS PRIOR TO EVENT**

### GENERAL INFORMATION

<b>Name of Site/ Area Requested:</b>	<b>Date(s) of Request:</b>
	<b>Earliest Set-up Date/Time:</b>
<b>Will you be having multiple events this year?</b> <input checked="" type="radio"/> Yes <input type="radio"/> No	<b>Latest Clean-up Date/Time:</b>
<b>Official Name of Group:</b>	
<b>Name of Event:</b>	
<b>Type of Activity:</b>	<b>Competitive?</b> Yes <input type="radio"/> No <input checked="" type="radio"/>
<b>Number Participants:</b>	<b>Number of Vehicles:</b>

### RESPONSIBLE PERSON

### DISCLOSURE

This information will be used for both public and park reference.	
<b>Name:</b>	<b>1. Will other state parks be used?</b> Yes <input type="radio"/> No <input checked="" type="radio"/>
<b>Address:</b>	If yes, list park(s) _____
<b>City:</b> <b>State:</b> <b>Zip:</b>	<b>2. Will you be selling items at event?</b> Yes <input type="radio"/> No <input checked="" type="radio"/>
<b>Public Contact Phone #:</b>	If yes, list items _____
<b>E-mail:</b>	<b>3. Will a fee or donation be collected?</b> Yes <input type="radio"/> No <input checked="" type="radio"/>
<b>Event Day Cell Phone #:</b>	If yes, amount(s) of fee(s): _____
( EVENT DAY CELL FOR PARK USE ONLY )	

### CONDITIONS

Please read and initial the following items where indicated.

**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 can result in probation, eviction, citation and/or affect your future use of Colorado Parks and Wildlife properties.**

- \_\_\_\_\_ 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.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ 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. Contact the Visitor Center for more information.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ Permittee will insure that all participants stay on designated trails/roadways and the modification of resource features or destruction of any vegetation is expressly prohibited.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ Consumption of alcohol is permitted except when such consumption may endanger oneself or another person, damage property of resources, or may cause unreasonable interference with another person's enjoyment of Roxborough State Park
- \_\_\_\_\_ Dogs or other pets, off-trail travel, and climbing on rocks is prohibited park-wide.

# 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 the Park Operations Manager.

# 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**

\_\_\_\_\_  
**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

\_\_\_\_\_ 5. Operational fee 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**

# DIVISION USE ONLY

Fee Activity

Non-Fee Activity

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_