



## SHELTER RENTALS & SPECIAL EVENTS FREQUENTLY ASKED QUESTIONS

### **District ID Info**

Anyone who rents or owns property in the South Suburban District is a District Resident. To receive District rates, patrons residing in our district **must have a current SSPRD ID card**. These are available for \$4.00 with proof of residency and are valid for two years. Verify your address online and check out the list of locations where purchases must be made in person: <http://sspr.org/Residency-Checker> If your reservation is completed at the Non-District rate and you obtain your District ID after purchase, the difference will not be refunded.

### **Do I have to complete my reservation online?**

Online is the quickest and most convenient and it saves drive time and the environment! Additionally, rental requests submitted online will have priority over in person requests. Don't know your account log-in and password? Phone the Registration Office at 303.347.5999 or the Permits Specialist at 303.953.7644. Please allow a week's processing time on shelter & field requests; special events should be submitted via email more than 90 days in advance.

Special Event requests can be emailed to [shaunad@ssprd.org](mailto:shaunad@ssprd.org) Your email should include location, date and time, number of participants, type of event, name of organization and all contact information, and all amenities you would need at that location. Or download the Special Event application at [www.ssprd.org/Rentals](http://www.ssprd.org/Rentals) (at the bottom of the page).

**Walk-in rental requests are no longer processed at the Administration Office on University Blvd.** The Permit Office is located at the South Suburban Service Center (Holly and County Line). Walk-in rental requests will be accepted Monday through Friday, 9:00am to 3:00pm (additional hours by appointment only) at:

South Suburban Park Maintenance Center  
5500 Boatworks Dr.  
Littleton, CO 80126

### **What is a Special Event and how do I apply?**

A special event would be any large rental that would require adjacent fields to or between park shelters, a walk, run or race that requires trail use or for park shelters not on the online reservation system. These resources must be requested in writing and approved 90 days in advance. A special event fee, field reservation fee and shelter rental fee will be applied for events that:

1. Require both field and shelter
2. Events that will render the shelter and/or field unavailable to other users due to park and parking capacity.

### **Am I allowed to serve alcohol?**

***Only if the park is located within the City of Centennial, which allows for 3.2% alcohol to be served only.*** Parks in the South Suburban District that are located in the City of Centennial boundaries include deKoevend, Cherry Knolls and Arapaho Parks. If you are having alcohol at your event at one of those locations, there is a \$25.00 mandatory alcohol clean-up fee. This fee does not excuse the renter from restoring the area to a litter free condition upon termination of permitted use. Repair or cleanup beyond normal use will be billed to applicant based on cost of service. The alcohol clean up fee is assessed in conjunction with a shelter rental/special event

permit. Alcohol use is not allowed at an athletic field rental. Please visit the City of Centennial website for more information: <http://www.centennialco.gov/City-Clerk/liquor-licensing.aspx>

For parks located in other cities, special liquor license requirements and approvals, if applicable, are processed through the individual cities.

**Can I have glass in the parks?**

No, glass is strictly prohibited.

**How many people can a shelter hold?**

Every shelter is different, but can range anywhere from 8-600, depending upon the park. You can find this information about the individual parks under the “Parks” tab on the website. [www.sspr.org/Parks](http://www.sspr.org/Parks)

**Can I arrive early for my rental to set up?**

When booking a rental, the entire time range you request should include your set-up and clean-up time. South Suburban plans an hour in between all rentals for trash removal.

**Are there any additional charges for weddings?**

With the exception of the War Memorial Rose Garden and Gallup Gardens, there is no additional charge for weddings. Reserving one of these gardens guarantees you exclusive use of the park, so they are priced differently than our rentable shelters. The War Memorial Rose Garden and Gallup Gardens are reservable only for special events and weddings.

**Are there any additional fees or deposits required?**

No, there are no additional fees. Full payment is required to book your event. An advanced reservation fee of \$100.00 is mandatory for reservations before January 1 of the calendar year of your event.

**How early can I make a reservation?**

Reservations may be made up to two years in advance. Full payment is required to book your event. An advance reservation fee of \$100.00 is mandatory for reservations before January 1<sup>st</sup> of the calendar year of your event. This is nonrefundable and is not considered a deposit.

**Do I need a permit for professional photography?**

Photography permits are not required when it is personal/for a hobby. When it is a non-profit project, then an information-only permit is required. If it is for profit, we do require an application along with a fee as well.

**I don't live in the district, but my business is located in it.**

Simply having a work address within the district does not qualify you for resident rates, however, if you have a personally-owned business in the district or the rental is specifically for that place of business (a work picnic) that would be an exception.

**What is the District's cancellation policy?**

The district policy requires that 30 days advanced notice be given when requesting a date change or cancellation. In cases of inclement weather, you may re-book your reservation at no additional charge (based on availability).

**Sound/Noise Ordinance Policy**

Amplified sound systems are allowed within many of our parks; however, it must be included on the shelter reservation. Many of our parks border residences, so we ask that discretion is used. Failure to do so may lead

to removal of sound systems. There may be decibel level restrictions for each local municipality that patrons are required to abide by. For example, if renting a park in the jurisdiction of the City of Littleton, there is a noise ordinance policy. Please refer to their website for their rules and regulations.

<https://www.littletongov.org/modules/showdocument.aspx?documentid=807>

### **War Memorial Rose Garden Painting**

The War Memorial Rose Garden gazebo is repainted periodically. As it requires a specific paint, we ask that no patron take it upon themselves to paint before a reservation.

### **Volleyball Kits (What is included/fees/pick up)**

Volleyball Kit rentals are a \$25 District/\$30 Non-District add-on to any shelter/field reservation. You may add this in the online shelter reservation system or reserve this in person. It includes a volleyball with a net. Customers are responsible for set-up and break-down of the net at their event. Once reserved, you may pick up the kit at the [Goodson Recreation Center](#) after 5:00pm the day prior to your reservation. Be sure to return the complete kit to the center by 10:30am the day following your reservation. Failure to do so will result in a fine of \$15.00 per day until the kit is returned.

### **Are inflatables or tents allowed at my event?**

Inflatable and climbing walls are allowed with a few stipulations. Prior to your rental, we must receive a copy of a Certificate of Insurance (COI) with South Suburban Park & Recreation District listed as additional insured (6631 S. University Blvd Centennial, CO 80121). This must be a \$1 million dollar policy and can be obtained from the company the inflatable is being rented from.

If the inflatable or tents are going to be staked into the ground, you must also phone the Permit Office one week prior to your event to locate anything that could be damaged by stakes (303.953.7644). Please see your permit for this number. For inflatables requiring water, there is an additional \$50.00 Water Access Fee (based on availability at your rental location).

### **Vendor Requirements**

A Certificate of Insurance (COI) with South Suburban (6631 S. University Blvd Centennial, CO 80121) listed as additional insured must be provided by any vendor selling goods and/or services. A special event application along with a \$35.00 fee will also be required. In addition, if the vendor is selling anything edible, they must provide a [Tri- County Health Certificate](#). Vendors must have current copies of any certificates and/or licenses that are required by the municipality where they are selling.

### **Field Rentals**

For field rentals, check availability and submit a request here: <http://sspr.org/Rentals> Please note that organized team practices need to obtain a permit to use South Suburban athletic fields. Groups are responsible for any damage that may occur during their rental time. A Certificate of Insurance is required from Youth Sport Groups, special events, tournaments & camp renters. Individuals seeking a permit do not need a certificate of insurance. Groups must show proof of non-profit status in order to qualify for the hourly District/Non-District rates. Otherwise the field rental rate is double the Non-District rental rate per hour.

### **Are portable grills allowed at my event?**

Yes, dependent upon the current fire restrictions and regulations. After use, fires/coals must be completely put out and properly disposed of. Failure to do so will result in fines. Please note all of our reservable shelters have grills available, provided the same rules for use are followed.