

**SUBJECT:** **Special Events and Activities  
on Larimer County Natural Resources Properties**

**DATE:** April 2005, revised March 2006, revised April 2009,  
revised February 2010, revised September 2010, revised April 2011,  
October 2012, February 2013

**EFFECTIVE PERIOD:** Until superseded

**REVIEW SCHEDULE:** Annually (Natural Resources Director, Management Staff, Leadership  
Team, Administrative Team)

**PURPOSE:** To establish policy and procedure for special activities/events in the  
parks and open spaces.

**SCOPE:** Administration Program, Park Program and Open Lands Program

**RESPONSIBILITY:** Administration staff shall coordinate. Management Staff and  
Resource Stewardship Team shall collaboratively review, negotiate,  
and approve.

**MISSION STATEMENT**

**The mission of the Larimer County Department of Natural Resources is to establish, protect, and manage significant regional parks and open lands providing quality outdoor recreational opportunities and stewardship of natural resource values. We are committed to fostering a sense of community and appreciation for the natural and agricultural heritage of Larimer County for present and future generations.**

**DEFINITION:**

Special Events/Activities: Any event/activity that may require special planning or scheduling, or may significantly impact departmental values, norms, liabilities and/or visitor expectations. See Exceptions C, below.

**CRITERIA:** (used by staff for evaluating special event/activity permit applications)

- Consistency of activity with missions of Larimer County Natural Resources Department
- Impact from activity on natural environment (cultural resources and natural resources including riparian areas, wetlands, rare plants and plant communities and sensitive wildlife species) -- season, timing, intensity, duration and nature of activity
- Impacts on adjacent public and private lands (noise, trash, traffic, parking)
- Impacts on other users/uses of Larimer County parks and open spaces (safety, potential conflicts, trailheads, overuse, carrying capacity)
- Compliance with appropriate regulations and ordinances

- Staff and equipment requirements (enforcement, monitoring, education, restoration and follow up maintenance costs)
- Alternatives available; appropriate uses/events sited in designated areas or at more appropriate locations or properties
- Availability of toilet/parking facilities to accommodate proposed special use
- Reclamation of disturbed areas
- Benefit and relationship of proposed research projects to the Department or adopted missions within the Department

**POLICY:**

The following are the policies for the special events through the county system.

- A. Prime Time - Activities during peak use times may require additional Prime Time premium pricing.
- B. Approval Authority - All Special Events/Activities at any park or open land area must have prior approval by appropriate Management Staff or designee and/or Resource Stewardship Team.
- C. Exceptions to Policy - School groups K-12 (refer to Education Specialist), pavilion use only events; Group and Scout Service for Camping (refer to Volunteer Specialist).
- D. Notice - Minimum of 45 days' advance notice required for all Special Events/Activities; late fee may be assessed for less than 45 days' advance notice.
- E. Application - Use County Special Event Application ([www.larimer.org/specialevent](http://www.larimer.org/specialevent)).
- F. Insurance - Risk management reviews all applications through the county special event system. All applications must be accompanied by an insurance certificate specifically naming Larimer County as additional insured on the Applicant's insurance policy. This certificate is to be specific to the event, in the minimum amounts specified by the County Risk Manager. Failure to submit this certificate within a minimum of twenty-one (21) days prior to the date of the event will prohibit final approval of the permit by the Board of County Commissioners or their designee. The permittee shall comply with the current Larimer County requirement for general liability insurance.

**General Requirement:** Except as indicated below, the permittee must submit a Certificate of Insurance with Larimer County specifically named as an additional insured for the minimum amount of \$150,000 per person and \$600,000 per occurrence or \$1,000,000 combined single limit. The Risk Management Department may impose additional coverage depending on the type of event.

**Research or education events:** Per Risk Management Department, all participants in research/education events (for example: UNC geology field trips, water sampling research, etc.- over 18 years of age) must complete individual liability waivers (Hold Harmless & Indemnification Agreement).

**Governmental or educational entities:** For events sponsored by governmental or educational

entities (for example: PEER I), the agency may provide a Certificate of Liability for the specific event, **or** may have participants complete Waivers of Liability.

**School groups** (minors - under 18 years of age): Refer to Education Specialist.

**Group or Scout Camping for Service groups:** Refer to Volunteer Coordinator.

- G. Fees - The appropriate District Manager must negotiate the fees and terms, determine the charges which at a minimum cover staff time and benefits for implementation of event and follow up maintenance/restoration/etc., impacts to the resource, loss of revenue from displaced park & open lands users, etc. If appropriate, fees will generate revenue. Fees will be determined on a case-by-case basis. Fees must be based on all expenses incurred as well as amenities offered, and will include a 'non-refundable' application fee of \$25. Fees (including application fee) may be waived depending on type of event (for example: volunteer events, education events, etc.).
- H. Payment Schedule - Payment in full is due before the event may be approved, unless alternate arrangements have been made with the District Manager.
- I. Medical Coverage and Sanitation Plan – This is handled through the County Special Events process. Applicant must provide emergency medical and sanitary plans subject to review and approval by the Larimer County Health Department.
- Depending on the size and nature of the event, (i.e.: endurance events or those with a substantial risk) a minimum of one certified EMT with appropriate medical equipment must be in attendance on the day(s) of the event.
- J. Inclement Weather - No refunds for inclement weather.
- K. Rescheduling - Special event/activity dates may be rescheduled prior to the original event date. Rescheduling will be based on availability and at the discretion of Larimer County Natural Resources staff based on the special event criteria above.
- L. Refunds:
1. Application fee is non-refundable (but may be waived at manager's discretion.)
  2. For events canceled by business day before event, applicants are responsible for all costs incurred by department through date of cancellation or reschedule date, and/or for the balance of other non-refundable fees.
  3. There are NO refunds for cancellation or reschedules on the date of the event.
  4. If the event is canceled by the Larimer County Department of Natural Resources, any refund will be negotiated by the District Manager.
- M. Equipment and amenities: Must be approved, in advance, by the District Manager or designee.

- N. Web links: If event organizers have a website for the event, or a website which advertises the event, a link to the Larimer County Natural Resources website ([www.larimer.org/naturalresources](http://www.larimer.org/naturalresources)) is encouraged to be placed on the website if the event is approved.
- O. At least fourteen (14) days prior to the event, via certified mail, the Applicant must notify the appropriate fire protection districts, volunteer fire departments, and any other emergency response agencies that may be affected by the event.
- P. Event contact person: The Applicant will designate a contact person, associated with the event, who has decision-making authority. This person is to be continuously available to appropriate law enforcement personnel present at the event. The name and contact information for the contact person must be supplied to all appropriate emergency response agencies affected by the event (i.e.: Law enforcement, EMS, Fire departments, hospitals.)
- Q. Communication plan: The Applicant will provide a communications plan that includes any emergency communications with emergency medical or law enforcement agencies needed during the event. This plan will be subject to review and approval by the Larimer County Sheriff's Department.
- R. Any or all of the above requirements may apply to a given event. The Applicant will be notified in writing or via e-mail, within fourteen (14) days of submittal of the Special Event Application, of those requirements to be complied with. The County may require a meeting between all affected and interested departments and agencies within three (3) weeks after initial submittal of the application. Any supplemental requirements shall be considered a part of these requirements. When all the specified requirements have been met and approved by the proper authority or agency, the Special Event Permit will be submitted to the Larimer County Board of Commissioners for final action.

PROCEDURE:

**DNR-ONLY SPECIAL EVENTS (includes events which are: internal, higher ed, research-related, trainings, volunteer activities, and scouting events)**

- A. All Special Event inquiries are referred to [www.larimer.org/specialevent](http://www.larimer.org/specialevent). EXCEPTIONS: School Groups K-12 (refer to Education Specialist), group and Scout service for camping (refer to Volunteer Coordinator.)
- B. **The Applicant** completes online application at the above website address. Applicant may be required to submit additional information or documentation if requested by the Department of Natural Resources, other departments, or other agencies.
- C. Upon receiving an email notification from an online Special Event application,

**Administrative staff will:**

1. Open the notification and link using the provided password (example 1), reviews the application, and then forwards the notification to the appropriate manager or designee (example 2).

NOTE: Events or activities which involve more than one park or open space area are forwarded to the Visitor Services Program Manager, who is responsible for assigning to the appropriate staff.

2. Print out a hard copy for the "Special Events" binder
3. Write email contact information on hard copy for future use (Click email contact on the online Special Event application to find email for applicant).
4. Update online application in the comments field with: "xx/xx/xx (date): Application has been forwarded to area manager for review." Click **Update Application** (example 3).
5. Process application fee if applicant has provided payment information and gives copies of payment to Accounting Technician. If applicant has not provided application fee at this time, fee must be collected before event is approved.
6. Place event on departmental calendar as "PENDING." Access internal calendar by going to <http://bboard/parks/calendar.cfm> password: 9horses. Include time of event, event#, name, where, participate# and contact name and number.
7. Save all email organized by event number and year. All other paper correspondence is organized and filed in the current year Special Event binder.

- D. Upon receiving the forwarded email from Admin staff,

**The Manager:**

1. Discusses event details with applicant and negotiates acceptable conditions and fees.
2. If necessary, recommends approval or denial to the Leadership and Resource Stewardship Team (LRST).
3. If approved: completes the Special Event/Activities Fee Worksheet <http://bboard/forms/lcpa-15c.pdf> and emails completed form to Admin staff (example 4). If denied: contacts customer to explain reason for denial and renegotiates.
4. The manager is responsible for compliance by event organizers on all issues overseen by Natural Resources and specified in Special Event approval.
5. The manager is responsible for monitoring event until it receives final disposition. If event is denied, canceled, or delayed, manager notifies Admin staff.

- E. Upon receiving the Special Event/Activities Fee Worksheet,

**Administrative staff:**

1. Opens and reviews the worksheet and then saves it in PDF format (by printing out worksheet and scanning into email) to the current year folder at 1 - Natural Resources Central\Special Event Fee Worksheets.
2. Forwards PDF to the customer as an email attachment with payment instructions included in the body of the email (example 5). If necessary, a reminder email may also be sent (example 6).
3. Notes on-line application with: "xx/xx/xx (date): Fee Worksheet was emailed to you today. Your event is approved by our department upon receipt of signed worksheet and payment in full." Click **Update Application** (example 7).

4. Once final fees and signed Fee Worksheet are received, Admin staff makes copies for records and then gives additional copies and payment to Accounting Technician.
5. Notes on-line application with: "xx/xx/xx (date): Signed worksheet and payment received. Thank you." Marks online application "approved." Click **Update Application** (example 8).
6. Removes "PENDING" status from departmental calendar and changes it to "APPROVED".
7. Saves any remaining email organized by event number and year. All other remaining paper correspondence is organized and filed in the current year Special Event binder.

**COUNTY ROAD + DNR OR ADJACENT TO DNR AREA(S) SPECIAL EVENTS**

- A. **The Applicant** completes form for County Roads and/or Private Land, instead of the DNR-Only application form.
- B. Upon receiving notification of application from online system,  
**Administrative staff:**
  1. Updates online application with: "xx/xx/xx: This event affects areas managed by the Department of Natural Resources. Application has been forwarded to area manager for review." Click **Update Application**.
  2. Follows same procedure as DNR-ONLY events (see previous).  
NOTE: If the manager or designee determines there is no impact on DNR area(s), Admin staff is notified and proceeds to approval and departmental calendar.

**ON-LINE DEPARTMENTAL CALENDAR:**

An internal, web-based, departmental calendar at <http://bboard/parks/calendar.cfm> is available for online viewing only by any staff and is maintained by Administration by password.

**COUNTY ROAD OR PRIVATE LAND EVENTS WITH ROUTE NOT ADJACENT TO DNR AREA(S)**

- A. **The Applicant** completes the online form for County Roads and/or Private Land.
- B. Upon receiving notification of application from online system,  
**Admin staff:**
  1. Reviews application and determines route is not in, or adjacent to, any DNR area(s).
  2. Updates online application with: "xx/xx/xx: This event does not appear to affect areas managed by the Department of Natural Resources." Select drop-down "Approved" and click **Update Application**.

DISTRIBUTION: Natural Resources Managers, Front Desk Special Events Manual

APPROVAL:

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Gary K. Buffington, Director

Date

COMPUTER FILE LOCATION: Admin & Accounting Procedures/Admin/Admin-26 Special Events and Activities.doc