

ARAPAHOE COUNTY OPEN SPACES

PICNIC SHELTER RENTAL POLICY & PROCEDURES

Rentable Picnic Shelters

Shelter Name / Location	Description / Details	Capacity*	Rental Fee
Arapahoe Rd Trailhead 15200 E. Arapahoe Road, Centennial 80112	4 picnic tables, single electrical outlet, natural play area, restrooms, adjacent to Cherry Creek Regional Trail. ADA access	75	\$135 dollars
Broncos Parkway Trailhead 16400 E. Broncos Parkway, Centennial 80112	2 picnic tables, no electrical outlet, drinking fountain, portable restroom, adjacent to Cherry Creek Regional Trail. ADA access	40	\$70 dollars
Richmil Ranch Open Space 77910 E. Highway 40, Deer Trail 80105	2 picnic tables, single electrical outlet, portable restroom, adjacent to Cherry Creek Regional Trail	50	\$90 dollars

* Capacity is defined as the total number of visitors a shelter and the adjacent perimeter can comfortably accommodate.

** Reserving a shelter does not give the renter exclusive use to the park, open space or trailhead. Please respect other visitors when using public spaces.

Renting a Picnic Shelter

- 1. Availability:** Picnic shelters are available for reservation and rental from April 1st to October 31st each calendar year. During all other months the picnic shelters are open for public use on a first come, first serve basis and are non-reservable.
- 2. Rentals:** Picnic shelter rentals must be made a minimum of two weeks prior to the rental date. The picnic shelters are open dawn to dusk (or as otherwise approved) and the rental is for a full day. Call the Arapahoe County Open Spaces Department at 720-874-6540 or visit our Department's home page on the County website at www.arapahoegov.com to view picnic shelter availability.
- 3. Payments:** Rental payment is due at the time the picnic shelter is reserved. Payments will be accepted at the Arapahoe County Open Space Administration Office located at 6934 S Lima St., Suite A Centennial CO 80112; Monday through Friday from 8 a.m. to 4:00 p.m. Payments may be in cash or cashier's check payable to "Arapahoe County Open Spaces." Credit card payments can be made through the County's online payment process and are subject to an additional convenience fee.
- 4. Cancellations / Refunds:** Requests to cancel a rental must be made in writing. Cancellations received 7 or more days prior to the rental date will be refunded less a \$15 dollar processing fee. Cancellations with less than 7 days' notice from the rental date will not be refunded.
- 5. Inclement Weather:** The picnic shelters are rented "rain or shine". The Open Spaces Department DOES NOT provide refunds in the event of inclement weather. The Department Director can approve rescheduling of a rental or a rental refund under special circumstances at their sole discretion.

Utilizing a Picnic Shelter

- 1. Regulations:** The renter will observe all posted site regulations as well as local ordinances, laws and health codes. The County reserves the right of full access to the picnic shelter to ensure all activities are in compliance with associated regulations.
- 2. Rental Receipt:** The renter will be on site for the event and have on hand the rental documentation. If the shelter is occupied at the time of your rental, show the visitor your permit and politely request they vacate the picnic shelter. County staff will have posted the rental notification on the picnic shelter and the visitor can be considered a trespasser.
- 3. Public Use:** Events hosted at County picnic shelters should provide minimal impacts to surrounding public spaces. This includes leashing dogs, minimizing sound amplification and sharing the use of other site amenities.
- 4. Parking:** The event holder will ensure vehicles only travel and park in designated areas. Fire lanes and emergency access zones will be maintained free of obstructions.
- 5. Amenities:** Only tables and other site amenities associated with the picnic shelter are available for use during each rental. Some shelters have electrical outlets and the renter is responsible for back-up power if local power is not available or is malfunctioning.
- 6. Decorations:** Decorations may not be nailed, tacked or otherwise attached to tables, posts, ceilings or any other portions of the facilities. Decorations may be taped with a painter's tape and removed after the event.
- 7. Serving Alcohol:** Serving 3.2 percent alcohol is permitted. Glass containers are prohibited. Event holder will comply with all applicable local, state and federal liquor laws.
- 8. Clean Up / Trash:** The renter is responsible to leave the picnic shelter and surrounding areas in a clean and orderly condition. Excessive amounts of trash and leftover materials are the responsibility of the renter and should be removed from the site.
- 9. Damages:** Any and all damages to the picnic shelters and the surrounding amenities while being used by the renter will be the responsibility of the renter, and all damage costs will be payable to Arapahoe County. Payment will include the costs of all labor, materials and supplies to repair or replace the damaged facilities. The County reserves the right to decline future rentals to patrons who have caused damages to County property during previous rentals.



ARAPAHOE COUNTY
OPEN SPACES

Permit #

Arapahoe County Open Spaces
6934 S. Lima Street, Suite A | Centennial, CO 80112
720-874-6540 | www.arapahoegov.com

Picnic Shelter Rental Agreement

Applicant Information

Applicant / Responsible Person:		Date of Use:	
Organization (if applicable):			
Address:			
City:		State:	ZIP Code:
Contact #:	Alternate #:		Email:

Rental Information

Requested Picnic Shelter:		Public or Private Event:	
Date(s) of Rental:		Time of Event:	
Check all that apply:			
<input type="checkbox"/> Tents <input type="checkbox"/> Grills <input type="checkbox"/> Caterers <input type="checkbox"/> Alcohol (Only 3.2% beer permitted, glass bottles prohibited)			
<input type="checkbox"/> Amusements <input type="checkbox"/> Amplification <input type="checkbox"/> Other (please explain): _____			

Location and Capacity

Location	Capacity*	Rental Fee/Per Day
Arapahoe Road Trailhead	75 people	\$135 dollars
Broncos Parkway Trailhead	40 people	\$70 dollars
Richmil Ranch Open Space	50 people	\$90 dollars

* Capacity is defined as the total number of visitors a shelter and the adjacent perimeter can comfortably accommodate.

Note: Online payment is available for an additional convenience fee.

Rental Fee:	Method of Payment:
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Signature

Signature of Applicant:	Date:
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In signing this Rental Agreement, the Applicant represents that he/she has read and agrees to abide by the **Arapahoe County Open Spaces Picnic Shelter Policies and Procedures** available at www.arapahoegov.com. A reservation is only complete when full payment is received and a permit is issued. Please have your permit available on site throughout your event.

OFFICE USE ONLY

Application Received:	Application Approved:	Staff Member:
Payment Received:	Check Number:	Notes:

Email completed agreement form to: open_space@arapahoegov.com