



SHELTER RENTALS & SPECIAL EVENTS FREQUENTLY ASKED QUESTIONS

Rental Rate Info

Anyone who rents or owns property within the South Suburban Park and Recreation District boundaries is a District Resident. To see if your address is a part of the District, please visit <http://sspr.org/Residency-Checker>. If you are a property owner, you can also look for South Suburban on your most recent property tax statement. If you have any questions or want to double-check your residency, call the Registration Office during business hours at 303.347.5999.

How do I receive Resident rates?

If you are setting up your account for the first time, the system will recognize if your address is within our district boundaries at the time of creating your profile. When you input your address, make sure to input your address as it is listed on your property tax statement. Also, be sure to use abbreviations for direction and street type, such as N, S, E or W and ST, AVE, DR, RD, PL, LN, CT, CIR, BLVD, PKWAY, etc.

If you have/had an existing account, the correct resident setting should have been applied during the transfer from the old system. If you are a Resident and you notice you are receiving Non-Resident rates at check-out, please reach out to the Registration Office at 303.347.5999 to correct your status. Reservations submitted with Non-Resident status will not be refunded the difference. Additional proof of residency may be requested at any time such as a current photo ID with your address printed or a current bill with the District address and customer name.

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 for shelter & field requests; special events should be submitted via email more than 90 days in advance.

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

Walk-in rental requests are only accepted at the Permit Office, they are not accepted at the South Suburban Sports Complex or any other South Suburban facility. The Permit Office is located at the South Suburban Service Center (Holly and County Line), east of the Sports Complex. Walk-in rental requests will be accepted Monday through Friday, 9:00am to 3:00pm (additional hours by appointment only) at:

South Suburban Park Service 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 facilities 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/consume alcohol at any parks in the South Suburban District?

As of 2019, alcohol is not allowed in any South Suburban parks per local municipal codes unless the event is a non-profit fundraiser. Non-Profit Fundraisers require an additional permit from the municipality where the park is located. Please visit the appropriate city website for more information.

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 8-200, depending upon the park. You can find this information about the individual parks under the "Parks" tab on the website. www.sspr.org/Parks

Can I arrive early for my rental to set up?

When booking a rental, the entire time range requested 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?

Except for 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 the 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 advance, non-refundable reservation fee of \$100.00 is mandatory for reservations before January 1 of the calendar year of your event. This is non-refundable and is not considered a deposit.

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 1st of the calendar year of your event. This is non-refundable and is not considered a deposit.

Do I need a permit for professional photography?

Professional photography permits are required for all photographers using SSPRD Park and Open Space imagery as part of their background for business purposes. Use of basic tripod-held equipment, no closure of public areas, no guaranteed parking, no advertising to non-clients. Anything that requires vehicle access, shutting off areas, commercial or film shoots require a special use permit.

For photography within South Platte Park or South Platte River contact the South Platte Park Manager at 303-730-1022 ext. 61011, for photography at Hudson Gardens call 303-797-8565 or go online at <https://www.hudsongardens.org/explore/photography-permit/>, for photography anywhere else within South Suburban managed property contact the permit office at ParkPermits@ssprd.org

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 30 days advanced notice be given when requesting a date change or cancellation. All shelter permits cancelled 30 days prior to the event date will receive a refund to their credit card minus a \$5 administration fee. Shelter permits cancelled less than 30 days prior to the event date will result in a credit to their account. In case of inclement weather, you may re-book your reservation at no additional charge (based on availability). For field permit cancellation policy please email Parkpermits@ssprd.org.

Sound/Noise Ordinance Policy

Amplified sound systems are allowed within many of our parks; however, it must be indicated on the shelter reservation request. Many of our parks border residences, so we ask that discretion is used. Failure to do so may lead to the 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/\$35 Non-District add-on to any shelter/field reservation. You may add this in the online shelter reservation system or reserve this in person if available. It includes a volleyball with a net. Customers are responsible for the set-up and break-down of the net at their event. Once reserved, you may pick up the kit at the [Goodson Recreation Center](#) the day before your reservation any time after 12pm. Kits must be returned to the center by 10:30am the day after 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 (please list address 4810 E County Line Rd, Littleton CO 80126). This must be a \$1 million dollar policy and can be obtained from the rental company.

If the inflatable or tents require stakes in the ground, you must notify 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 (not available at all rental locations).

Vendor Requirements

A Certificate of Insurance (COI) with South Suburban (please list address 4810 E County Line Rd, Littleton CO 80126) listed as an 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 be in compliance with the local health department. Vendors must have current copies of any certificates and/or licenses that are required by the municipality where they are selling.

Field Rentals

All organized sport use of an outdoor park must obtain a permit for practice, games, camps, clinics, small group training sessions, tournaments or any special event. Permits are required for all organized activities. Athletic fields



reserved for use outside of standard sports use may incur an additional Special Event fee. A Certificate of Insurance is required from Youth and Adult Sport Groups, special events, tournaments, camp renters and/or businesses using a field. Individuals seeking a permit do not need a Certificate of Insurance. Permits are required for all organized activities that take place on SSPR Property.

Drop-in use is defined as a non-organized group that allows any member of the community to join that does not disrupt the function of the park and no permit is required.

Are portable grills allowed at my event?

Personal charcoal grills are prohibited, only district maintained charcoal grills can be used for charcoal fires. Only charcoal briquettes are allowed within district grills located at park shelters. District grills must be used only with the expressed intent to cook food. Burning other fire sources in district grills including but not limited to, firewood, sticks, logs, wood chips/chunks, vegetation, or trash is prohibited. Charcoal fires must be fully extinguished and cold prior to leaving the site.

Propane gas fires must be at least 12 inches off the ground and must be contained within a propane gas grill or deep fryer. Any oils associated with frying must be cleaned up from park shelters and removed from the park. All propane grills must be equipped with an emergency shut off valve. Local fire bans may prohibit any fires, including charcoal fires, during drought or dry conditions. It is the responsibility for any person wishing to operate a charcoal grill to know the current status of local fire bans, prior to operating district charcoal grills.

For complete park rules, please visit:

<https://ssprd.org/Portals/0/Parks/Park-and-Trail-Rules.pdf>