



RENTAL FEES AND GUIDELINES (Sports Field, Pavilion, Field House Deck)

	Sports Field (Synthetic Turf) <i>(Rental Fees are per hour)</i>	Pavilion <i>(Rental Fees are based on 4 hour minimum)</i>	Field House Deck <i>(Rental Fees are based on 4 hour minimum)</i>
Rental Prices	\$50	\$100 - Non-Resident \$50 - Glendale Resident/Business	Non-Resident - \$200 \$100 - Glendale Resident/Business
Cost for each additional hour	\$50	\$25	\$50
Required Deposit	\$100	\$100	\$100

For questions or information regarding the rental of the Festival Plaza, Stadium, or spaces in the Event Center (Ballroom, Conference Rooms, Board Room), please contact our sales department at 303-248-7100 or events@infinityparkeventcenter.com.

The **Sports Field** is located at the south end of Infinity Park. With 91,190 sq. ft. of artificial Deso turf, this space is idea for sporting events, sports leagues and picnics.

The **Pavilion** is located on the west side the Athletic Field at center field. With 1,800 sq. ft., this space is perfect for picnics and outdoor meetings. Space includes two (2) picnic tables.

The **Field House Deck** is located on the east side Athletic Field at center field. This 720 sq. ft. deck overlooks the Sports Field.

Reservation Information

The venues above will be available for reservation between the hours of 8:00 AM and 9:00 PM. Each space is available for reservation by the public. Glendale residents and business/property owners will be given preference for reservations. More than one group may be allowed to rent any of the spaces listed above in one day, depending on the requested hours of use.

Applicants must be 21 years of age or older. Infinity Park shall have at least one business day after receiving application to review. Infinity Park reserves the right to take additional time to review any application.

Full payment of rental fees and required deposits are required at the time of application. A deposit will be required prior to your event and will be returned within 30 days after your event as long as no damages are incurred. **An employee from Infinity Park and/or the Glendale Public Works department will report on any damages or cleaning charges before your deposit will be returned.**

Rental fees are charged for the entire reserved time which is to include set-up and tear down/clean up. Your group will be expected to vacate space promptly at end time listed on permit. **Additional fees may apply based on the size and scope of event.**

Infinity Park reserves the right to: 1) amend the rental rules as needed to serve the best interest of Infinity Park and the City of Glendale; 2) relocate any meeting/activity based on unforeseen circumstances; 3) have a designated employee visit any activity site or require that the Glendale Police Department enforce

the terms of this rental agreement; 4) terminate the permit at anytime based on the interest of public safety without refund of rental fees or deposit.

Neither Infinity Park nor the City of Glendale assumes any liability for lost or stolen property on park premises, or for personal injuries sustained on the premises during the permit holder's activity.

Permits will be issued upon approval of application. Reservation notices will be posted on the day of the event.

Changes to date or site will be charged \$20.00 per permit change.

Applications

Refer to the following documents for activity specific applications (*additional forms may be required, carefully review individual applications for details*):

- Non-Sporting Activity Application (**page 7 of this document**)
 - Use this form for picnics or other similar events
- Sporting Activity Application (**page 9 of this document**)

Applications must be submitted at least 10 business days prior to requested date of use. Payment and all applicable documents must be complete and submitted at least 5 business days prior to permit date. Depending on the nature of the activity, "applicable" documents may include an Athletic Organization Information Form, Waiver of Liability and/or Insurance Agreement.

All applications will be handled on a first-come, first-served basis and will be accepted via mail, fax or email. Payment must accompany application before being considered. Any application submitted incomplete information and/or without payment will not be reviewed.

Mailing Address: Infinity Park Operations, 950 S Birch St., Glendale, CO 80246
Email: Park@InfinityParkatGlendale.com
Fax: 303-639-4611

Payment

By mail: Applications must be accompanied by payment: check (made out to "City of Glendale"), money order or Visa/MasterCard (**credit card authorization form on page 6 of this document**).

By email or fax: A credit card authorization form must accompany application.

RENTAL GUIDELINES, TERMS AND CONDITIONS

1. **Park Permit:** A permit is required for any reserved park activity. The permit must be in the possession of the group while the site is in use. Permits are non-transferable and non-refundable. Infinity Park reserves the right to change and/or revoke any permit and restrict activities in the park at any given time. Any violations of Infinity Park policies, rules, regulations or guidelines may result in immediate revocation of permit. Any use of Infinity Park facilities without the appropriate authorization may result in fines and possible loss of future scheduling privileges.
2. **Usage Priority:** If a site has been permitted, the permit-holder has priority over other users. Contact Infinity Park Operations (number listed on permit) for any site issues.
3. **Information Line:** For updated Park Information call 303-692-5799
4. **Fees:** Fees are due in full; deposits or partial payments are not accepted. Acceptable forms of payment include cash, check, and money orders (made payable to *City of Glendale*) or with Master Card or Visa Credit Cards.

5. **Insurance:** Insurance is required for reservations for 100 or more people. In such cases, permit holder must provide commercial general liability insurance for the benefit of all activity related individuals and groups, including permit holder group members, participants, attendees, invitees and the City of Glendale. The commercial general liability insurance shall provide coverage at least \$1,000,000 and name the City of Glendale, its employees, agents and/or assigns as Additional Insured. The certificate of this commercial general liability insurance shall be received by the Licensor no later than twenty-one (21) days prior to the permit holder's scheduled use of the site reserved. Permit holder expressly acknowledges and agrees that homeowner's insurance coverage does not meet the requirements hereof. Certificate must read as follows with this exact language: **ADDITIONALLY INSURED: THE CITY OF GLENDALE, ITS OFFICERS, OFFICIALS AND EMPLOYEES.** If you are unable to obtain this insurance, please contact Infinity Park Operations at 303-692-5799.
6. **Attendee Conduct:** The permit-holder is responsible for his/her actions as well as the actions of gathering attendees.
7. **Restroom Facilities:** Restroom facilities are taken on an "as is" basis and are not part of any reserved space.
8. **Daily Park Hours:** Infinity Park is open for public use from 5:00 AM until 10:00 PM.
9. **Vehicular Access:** Motorized vehicles are strictly prohibited. Roadways and parking areas are clearly marked and established. Driving beyond designate boundaries to load and unload equipment or transport goods is prohibited. Vehicles will be ticketed and towed at the owner's expense.
10. **Site Clean Up:** It is the permit holder's responsibility to clean up after each use. Trash must be properly disposed of in dumpsters or trash barrels (depending on the size and scope, certain permit holders may be required to provide additional trash receptacles/dumpsters). Ice may be placed in barrels or spread out on hard surfaces. Grills of any type are prohibited. Trash is not to be left in flowerbeds, on grassy areas, under/in trees, shrubs, vegetation, buildings or structures. Excessive trash removal on the part of Infinity Park or the Glendale Public Works Department may result in forfeiture of deposit, fines and possible loss of future scheduling privileges.
11. **Glass Bottles/Containers:** Glass bottles and containers are prohibited in the Park.
12. **Alcoholic Beverages:** 3.2% beer is the only alcoholic beverage allowed in the park, except under special licensing. Beer must be served in cans or from a keg in plastic cups. All State liquor laws apply. Alcoholic beverage sales, including purchased tickets, are prohibited, except under special licensing.
13. **Pets:** Dogs must be on a leash at all times. Bag dispensers are provided and dog owners are expected to clean-up after their pets.
14. **Amplified Sound:** Amplified sound (i.e. P.A. systems, music) is prohibited without Assembly Permit or Special Event Contract.
15. **Canopies and Tents:** One canopy (maximum size: 20' x 20') is allowed per permit site. Structures with side drop panels are prohibited. Staking is prohibited; weights, including water, lead and sand are allowed. Exception requests may be submitted in writing.
16. **Signage:** Signs, banners, party decorations and canopies may not be attached to trees, shelters, light fixtures or other park structures. Blocking areas, including sidewalks, parking lots, paths and roadways is prohibited.
17. **Prohibited Activities/Items:** include, but are not limited to: aircraft, air castles, carnivals, climbing walls, dunk tanks, fireworks, golf, horseback riding, hot air balloons, inflatable games, model airplanes, moon walks, petting zoos, pony rides and search lights (some of these activities may be allowed with limited hours with and Assembly permit or Special Event Contract). Weapons, including, but not limited to such items as knives, firearms, bows and arrows, martial arts weapons, javelins, shot-puts, discus and all other projectiles, are prohibited. All Federal, State and Municipal laws apply.
18. **Destruction of Property:** It is unlawful for any person, other than authorized personnel, to mark, remove, break, or climb, or climb upon or in any way injure, damage or deface trees, shrubs, plants, turf or any of the buildings, fences, monuments, goal posts or other structures or property within or upon the park.

19. **Admission:** Charging admission or gate charges is prohibited, except under a Special Event or Assembly permit.
20. **Gambling:** Raffles, gambling, bingo and games where money buys a chance are prohibited.
21. **Grills:** Grills of all types – charcoal, gas, portable, etc., - are prohibited. Two (2) stationary, charcoal grills are located west of the Pavilion.
22. **Event Equipment Needs:** The permit holder is responsible for providing all necessary equipment and services, including but not limited to activity-related equipment, canopies, tents, chairs, tables, scaffolding, portable toilets, hand sinks, water or water containers, trash receptacles, trash pick-up, recycling, and clean-up crews. All equipment and fixtures provided by permit holder must be temporary in nature and may not be affixed, attached or permanently change the condition of the playing surface.
23. **Permit Revocation:** Permits may be revoked for failure to follow guidelines in any way.

ADDITIONAL SERVICES AND FEES

1. Removal of Goal Posts - \$500
2. Field Markings - \$1,500
3. Soccer Goals - \$500 (includes posts and installation)
4. Scoreboard - \$100 per hour
5. Snow Insurance - \$50 per activity (non refundable)

By purchasing Snow Insurance, the City of Glendale guarantees that in the event of inclement weather the Sports Field will be cleared (plowing, sweeping, etc.) to a playable condition 1 hour prior to the scheduled activity*. Permit holders who **do not** purchase the insurance and choose to have the field cleared will be charged a flat rate of **\$300.00**, payable in full no less than 6 hours prior to the activity.

The City of Glendale reserves the right to close the field during adverse weather conditions. In such cases, permit-holders who **have purchased Snow Insurance will be offered an alternate date or a refund of the rental fee.*

ADDITIONAL GUIDELINES SPECIFIC TO THE SPORTS FIELD

(Applicants must also review Infinity Park's "General Guidelines, Terms and Conditions")

1. **Field Conditions:** Athletic field permit-holders may be asked to limit field use hours and days as determined by Infinity Park Operations and/or the City of Glendale Public Works Department. In the case of adverse field conditions, such as sprinkler operations, field repairs, etc., athletic fields may not be used. Any use of the Infinity Park Sports Field without the appropriate authorization, or when the field is closed, may result in fines and possible loss of future scheduling privileges.
2. **Information Line:** For updated field information call 303-692-5799.
3. **Snow Removal:** Individuals are not allowed to remove snow from the athletic field.
4. **Equipment:** All teams, organizations and players are required to provide their own equipment for practices, games and tournaments. All equipment and fixtures provided by permit holder must be temporary in nature and may not be affixed, attached or permanently change the condition of the playing surface.
5. **Field Markings:** The sports field is marked with standard 100 meter markings (one midfield line, two 22 meter lines and two goal lines). Additional field markings must be requested on the application and will be applied by the Glendale Public Works Department. Any field markings not applied by the Glendale Public Works Department may result in forfeiture of deposit, penalty fees and loss of future scheduling privileges.
6. **Crowd Control:** Permit holder is responsible for maintaining control of the crowd during their permitted time. This includes players and any spectators.

7. **Repairs:** Broken fences, seating, goals or potential safety hazards such as holes or broken sprinkler heads should be reported immediately to the phone number listed on the permit.
8. **Clean Up:** It is the permit holder's responsibility to clean up after each use. Excessive trash removal on the part of Infinity Park or the Glendale Public Works Department may result in forfeiture of deposit as well as penalty fees.

9. **Insurance Options:**

Option 1. The team(s) provide 1) their own roster with player names, addresses and cities of residence listed and 2) proof of insurance on an "Accord Insurance Certificate." Insurance Certificate must 1) reflect a minimum coverage amount of \$1,000,000, 2) reflect a 30 day cancellation period with notice of intent to cancel provided to the Infinity Park AND the City of Glendale at the address listed on the permit and 3) state that Additionally Insured as "INFINITY PARK AND THE CITY OF GLENDALE, ITS OFFICERS, OFFICIALS AND EMPLOYEES." Binders and pending or blanket policies are not acceptable.

Option 2. The team(s) provide 1) their own roster with player names, addresses and cities of residence listed and 2) The Infinity Park "Participant Registration Form" for with original signatures for all players for all teams (in lieu of insurance certificate). One form required per player.

Option 3. The team(s) provide the Infinity Park "Roster/Waiver Form" listing all players, names, addresses and cities of residence with original signatures for all players on all teams (in lieu of insurance certificate).

NOTE: Infinity Park may require that an Infinity Park field supervisor be present during reservation hours. Cost is \$20 per hour.



CREDIT CARD AUTHORIZATION FORM

INSTRUCTIONS

1. Complete form with credit card and billing information
 - a. Form can be filled out online but must be printed out for signature
2. Sign where indicated
3. Submit this form back to Infinity Park Operations by fax or email

Fax Number: 303-639-4611

Email: Park@InfinityParkatGlendale.com

Date: _____

Cardholder Name: _____

Credit Card Type: Visa Master Card

Please check here if this card is authorized for final payment.

Card Number: _____

Expiration Date: _____ CVV Number (3-4 Digit Security Code): _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Email Address: _____

I authorize the City of Glendale to charge the above card for the following amount:

Rental Fee(s) \$ _____

Deposit \$ _____

TOTAL \$ _____

This credit card will be held on file and will be charged for any penalty fees assessed or additional charges incurred.

Printed Name: _____

Signature: _____

Date _____



NON-SPORTING ACTIVITY APPLICATION FOR PERMIT

CONTACT AND ACTIVITY INFORMATION

Space requested: Sports Field Pavilion Field House Deck

Day and Date Requested: _____

Requested Start Time (include set up): _____ am/pm

Request End Time (include tear down): _____ am/pm

Rental Fee (s) (refer to page 1 of the "Rental Fees and Guidelines"): \$ _____

Additional Fee (s) (refer to page 4 of the "Rental Fees and Guidelines"): \$ _____

Deposit (refer to page 1 of the "Rental Fees and Guidelines"): \$ _____

TOTAL OWED: \$ _____

Changes to date or site will be charged \$20.00 per permit change.

Applicant Name: _____ Email Address: _____

Street Address: _____ Apt./Suite: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Fax: _____ Mobile: _____

On-Site Contact: _____ Fax: _____ Mobile: _____

(if different from applicant)

Organization Name (if applicable): _____

Street Address: _____ Suite: _____

City: _____ State: _____ Zip: _____

of Participants *(One adult aged 21 or over is required for every 10 attendees under age 21)*: _____

Please provide a detailed description of the activity including type (for example, "picnic") and equipment (for example, canopies, tents, etc.)

Non-Sporting Activity Application continued on next page

Do you plan to sell anything during your event? Yes No

If you answered "yes," please describe items to be sold:

APPLICANT SIGNATURE *(this application is not valid unless signed by applicant)*

As the applicant, I hereby agree and understand that it is my responsibility to oversee all contractors, vendors or parties affiliated with the activity and to insure compliance with all policies, rules, regulations and guidelines for Infinity Park and other relevant procedures and laws. I understand that any violations may result in immediate cancellation of the reservation and/or revocation of the permit. I have received, read and understand the Park's General Guidelines and Information. I understand that the permit is non-transferable and non refundable.

Applicant's Signature: _____ **Date:** _____

Office Use Only

Staff Name: _____

Date Application Received: _____

Payment Received: Yes No

Deposit: _____

Rental Fee: _____

Total Paid: _____

Application: Approved Denied

Payment Type: Cash Check Credit Card

Check/CC#: _____



SPORTING ACTIVITY APPLICATION FOR PERMIT

Please check the appropriate box

- Spring Season (Mar. 1-May 30) Summer Season (May 31-Aug. 31)
 Fall Season (Sept. 1-Nov. 30) Winter Season (Dec. 1-Feb. 28)
 Youth* Adult Practice Use Game(s) Other _____

**For youth activities, one adult (age 21 or over) is required for every 10 attendees under the age of 21. Please list age range of children _____*

Organization/Group/Team Name: _____

Contact Name: _____ Email Address: _____

Street Address: _____ Apt./Suite: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Fax: _____ Mobile: _____

On-Site Contact: _____ Fax: _____ Mobile: _____
(If different from applicant)

Type of Sport *(must be the sport you will be playing on the field)*

- Rugby Football Soccer Frisbee Kickball Lacrosse Other _____

Dates/Times Requesting *Changes to date or site will be charged \$20.00 per permit change.*

Day	Date	Start Time	End Time

Rental Fee (s) (refer to page 1 of the "Rental Fees and Guidelines"): \$ _____

Additional Fee (s) (refer to page 4 of the "Rental Fees and Guidelines"): \$ _____

Deposit (refer to page 1 of the "Rental Fees and Guidelines"): \$ _____

TOTAL: \$ _____

Sporting Activity Application continued on next page

Do you plan to sell anything during your event? Yes No

If you answered "yes," please describe items to be sold:

APPLICANT SIGNATURE *(this application is not valid unless signed by applicant)*

As the applicant, I hereby agree and understand that it is my responsibility to oversee all contractors, vendors or parties affiliated with the activity and to insure compliance with all policies, rules, regulations and guidelines for Infinity Park and other relevant procedures and laws. I understand that any violations may result in immediate cancellation of the reservation and/or revocation of the permit. I have received, read and understand Infinity Park's "rental fees and Guidelines." I understand that the permit is non-transferable and non refundable.

Applicant's Signature: _____ **Date:** _____

Office Use Only

Staff Name: _____

Date Application Received: _____

Payment Received: Yes No

Deposit: _____

Rental Fee: _____

Total Paid: _____

Application: Approved Denied

Payment Type: Cash Check Credit Card

Check/CC#: _____