

Field & Picnic Area Reservation Request Form

San Miguel County Open Space and Recreation Department. Box 1170. Telluride, CO 81435.
Phone: (970) 729-1829 Fax (970) 728-3718 email: richh@sanmiguelcounty.org

San Miguel County Down Valley Park playing fields, which include a soccer field and a baseball field, may be reserved for sports or events. The Picnic and Pavilion Area may also be reserved for events up to 50 people. Reserved time is charged a field use fee and a damage / cleanup deposit (see priority use and fee structure). Special events and tournaments (50-150 people) must enter into a separate Use License Agreement and must provide a certificate of insurance listing San Miguel County as additionally insured. Reservation requests must be made at least one week in advance of the requested date. Please turn this form into the Open Space and Recreation Department located at 333 W. Colorado, 3rd Floor, Telluride, fax to 728-3718, or attach in an email to address above.

Use policies and required fees may be found on the County website:

<http://www.sanmiguelcounty.org/departments/openspace/index.html>

Date(s) Requested: _____ Field: _____ or Picnic Area _____

Times Requested: From: _____ A.M. P.M. To: _____ A.M. P.M.

Organization: _____ Contact Person: _____

Mailing Address: _____

Daytime Phone: _____ email: _____

Briefly describe your sport or event: _____

- Dogs must be restrained or on strict voice command at all times. Please clean up after your pet.
- No motorized vehicles are permitted on the fields or on the pathways.
- Please plan to park in the designated parking areas and carry your food, drink and equipment to your reserved area.
- On rainy days or days when the fields are soggy or there is standing water on the infields, the fields may not be used. Any field damage caused by playing on a rainy day will be billed to the sport plus 15%.
- The event or sports organizer and its participants are responsible for all clean up after their use. Please bring your own trash bag and pack out excess trash. Any clean-up time provided by the Park staff will be billed to the event or sports organizer at a rate of \$50 per hour.
- All use fees and the refundable damage deposit for DVP field or picnic area must be paid in advance.
- All park users shall comply with the Down Valley Park Use Policies as adopted by the San Miguel County Board of Commissioners. Renter's signature below acknowledges their receipt of a copy of the Park Use Policies. Violation(s) of Park Use Policies may result in the termination or cancellation of this park rental/use agreement in the County's discretion.

I have read, understand and agree to all the terms stated above for the rental of the Down Valley Park field or picnic area. I understand that this form is only a request for use and additional requirements may need to be fulfilled through a Use License Agreement.

Renter's Signature: Date: _____

Staff Approval Signature: Date: _____

Fees Paid? \$ _____ Damage deposit paid? \$ _____ (Make checks payable to San Miguel County)