



# Application to Request Access to County Property

Pursuant to the County of Boulder's Free Speech Policy, certain speakers may access certain County properties for specific topics for limited free speech purposes. The person/entity requesting access must fill out this form and submit it to the Boulder County Commissioners' Assistant Natalie Springett (nspringett@bouldercounty.org), 303-441-4571. Please read the Boulder County Section I General and Administrative Policies, Number I.11 Use of County Grounds. Requests must be made at least 10 days in advance of the proposed activity.

**A \$50 Deposit check payable to Boulder County is due with your application.** It will not be cashed unless there are charges for damages/clean-up. The check will be destroyed after your event if there are not charges. If you prefer the check be returned to you, please notify the Deputy upon submittal of your application.

Name of Person/Organization Requesting Access: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Date(s) and Time(s) of Requested Access:

\_\_\_\_\_ *(Events can only take place between the hours of 7:00 a.m. and 11:00 p.m.)*

Location of Requested Access: (Please list specific county properties by street address or building name. Access may not be granted for buildings or structures.)

\_\_\_\_\_

Please describe the speech or event for which access is being requested: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Activity	Yes	No
Leafleting and/or pamphleting		
Speaking to employees		
Speaking to customers		
Displaying Signs		

Contact Information:

Person in Charge of Activity: \_\_\_\_\_

Contact phone number prior to proposed activity on county property: \_\_\_\_\_

Contact phone number during the time of proposed activity: \_\_\_\_\_

Email address: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

By signing, you acknowledge that you have read the County's Policy I.9 and agree to abide by the regulations imposed on free speech activities contained therein.

Please indicate whether any of the following activities would take place, as they require a Public Assembly Permit, available from the Commissioners' Deputy.

Activity	Yes	No	
More than 25 people			<ul style="list-style-type: none"> <li>• Porta-lets (provided by private vendors) generally required for events of more than 2,000 people and lasting longer than 2 hours</li> </ul>
Solicitation			<ul style="list-style-type: none"> <li>• Non-profits only</li> <li>• If collecting on behalf of a non-profit who is not a sponsor, provide name of non-profit and contact information</li> </ul>
Picketing or Demonstrating			
Electricity			<ul style="list-style-type: none"> <li>• For courthouse lawn, contact City of Boulder for electrical access</li> </ul>
Amplified sounds			<ul style="list-style-type: none"> <li>• For courthouse lawn, contact City of Boulder for electrical access</li> <li>• No amplified sounds during county business hours</li> <li>• Must meet applicable noise ordinance standards.</li> </ul>
Service of food or drink			<ul style="list-style-type: none"> <li>• Sales limited to non-profits. (provide proof of non-profit status - 5013c letter from IRS or Colorado Secretary of State Certificate of Good Standing or Articles of Incorporation)</li> <li>• Provide approval by Boulder County Public Health (contact 303-441-1150)</li> <li>• Meet Boulder County's zero waste requirements (see Use of County Property policy for details). Provide zero waste plan</li> <li>• Provide information on disposal of food preparation waste such as cooking grease</li> </ul>
Cooking equipment			
Alcoholic beverages			<ul style="list-style-type: none"> <li>• Limited to Downtown Boulder Inc. events only</li> </ul>
Merchandise sales			<ul style="list-style-type: none"> <li>• Limited to non-profits (provide proof of non-profit status - 5013c letter from IRS or Colorado Secretary of State Certificate of Good Standing or Articles of Incorporation)</li> </ul>
Stage or other performance space			<ul style="list-style-type: none"> <li>• If erecting a stage, provide details on materials, construction and set-up</li> </ul>
Singers or Musicians			<ul style="list-style-type: none"> <li>• Provide performance schedule</li> </ul>
Tents (any size, including personal)			<ul style="list-style-type: none"> <li>• Within City of Boulder, tents in excess of 200 square feet or canopies in excess of 400 or 700 square feet (depending on type of canopy) require approval from City of Boulder. Permit application available at City of Boulder Planning and Development Services, 1739 Broadway, Third Floor, 303.441.1880</li> </ul>
Booths			
Any other structures			
Tables/chairs			
Candles			<ul style="list-style-type: none"> <li>• Deposit required is \$100</li> <li>• Use only dripless candles, white in color</li> <li>• Provide safety/wax dripping monitor for every 25 participants</li> </ul>
Exhibits or Exhibitors not produced by event sponsor			<ul style="list-style-type: none"> <li>• Marketing or advertising of for-profit companies/products not permitted</li> <li>• Provide list</li> </ul>

**Please note that events that include electricity, amplification, stages, tables, booths, tents or any other structures, candles, cooking, food or beverage service, and some performance acts or activities must submit a certificate of insurance naming Boulder County as certificate holder. Boulder County must also be named as additional insured with the following wording: *County of Boulder, State of Colorado, a body corporate and politic, is named as Additional Insured with respect to General Liability.* Sample certificate attached. Certificate must be dated within 30 days of application submission. Many other events may also require insurance. Contact Deputy if you need clarification for your specific event. Permit holder is responsible for ascertaining that its subcontractors or secondary vendors are properly insured, and meet the minimum insurance requirements as set forth for this event. Proof of coverage from any vendor, subcontractor, or secondary vendor may be requested at any time. For events on the courthouse lawn, please note on the attached diagram where any activity or any of the items listed above will be located. More information may be required. Electricity must be purchased through the City of Boulder Parking Services – 303-413-7300, 15th and Pearl . Applicant must provide copy of approved permit and pay daily fee. Electrical Use requires insurance.**

If Yes is indicated for any of the above activities, Please provide a description of the activity.

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