



0766 Industry Way, Carbondale, Colorado 81623
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SPECIAL USE/EVENT PERMIT APPLICATION

1. This form is only an application until approved by the RFTA Trails Department or Board
2. All spaces must be filled in before submitting application to RFTA
3. All required documentation must be submitted with the application

PERMIT # _____

DATE _____

SPECIAL USE- Less than 100 people
SPECIAL EVENT- More than 100 people

For all events **Using or Accessing** RFTA controlled property:

Sponsors and/or event organizers **MAY** have to furnish a **CERTIFICATE OF INSURANCE** of a general liability policy **COVERING CLAIMS WHICH MIGHT ARISE FROM THE EVENT**, including participant and spectator liability.

In lieu of Participants Liability, a copy of the participant waiver must be included with the application. (**Special Use Permits Only**)

THESE POLICIES MUST HAVE A **MINIMUM LIMIT of \$1,000,000.00 per occurrence/\$1,000,000.00 Aggregate** and must name the: **Roaring Fork Transportation Authority as additional insured.**

SPECIAL EVENT INFORMATION WRITTEN DESCRIPTION

Organization or Applicant's Name		Phone	
		Contact Person	
Mailing Address	City	State	Zip
Please Provide a Brief Description of the event		Duration of Event	
		From: _____	To: _____
		Time of Day _____	
		From: _____	To: _____
		Estimated # Participants _____	

PLEASE READ AND CHECK

I hereby acknowledge that I have read this application and state the above is correct. I agree not to start this project until this application is approved, and shall comply with the Federal, State, Local laws and regulations. Any violation of the above noted laws will be cause for immediate revocation of this permit.

I hereby acknowledge that I will not, knowingly, remove, replace or alter in any way, RFTA property.

Applicants signature _____

Date _____ Phone _____

Print Applicant's name _____

Written Description and Supporting Document Requirements

(Please provide a brief written statement that addresses every item applicable to your event)

Special Use	Special Event	Written Description
X	X	Location of Event or Event Route, list all roads affected (Please Include Map)
X	X	Number of Employees/ Volunteers
X	X	Number and Location of Toilets (If any)
X	X	Anticipated Attendance
X	X	Outdoor Events may also require a Special Permit from the city(ies) and/or county(ies) involved
	X	Temporary Structures and/or Fences
	X	Traffic Control Mechanisms
	X	Proposed Security Control
	X	Supporting Documents
*	X	Insurance Policy Information
X	X	Safety Plan for Each Public Road Crossed During Event
X	X	Notification of local/county/state law enforcement

