

Planning a Back to School or Field Day activity in a Denver Park?

A park permit is required!

Step 1: Complete and submit a [park permit application](#)

- Application submission must be at least 30 days in advance of event date

Step 2: Parks Permit Office will contact you with next steps to confirm park availability and determine what type of permit is needed. **Depending on the complexity of your activity, be prepared to:**

- Provide a Principal Letter
- Create a Site Diagram showing all items you plan to bring into the park
- Write a trash plan for the event (describe how you'll keep the park clean during and after your activity)
- Chat with Parks Staff in person or via phone to discuss the logistics of your activity

**Contacting the Parks Permit Office in advance
will help ensure the park/date you desire
is available and that your activity is safe and compliant!**

Parks Permit Office Information

Office Hours: Mon – Fri, 8am - 4pm

Email: park.permits@denvergov.org (fastest way to reach someone)

Phone: 720.913.0700 (press 6 to leave a message)

Website: www.denvergov.org/permits

