

# Application to Request Access to Boulder County Property

Signature page

<i>County Attorney</i>	May 2, 2019
<b>County Attorney</b> County Attorney	<b>Date</b>

Approved by Kate Haywood

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Conditions, if any

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Risk Reviewer

<i>Michelle Tusinski</i>	May 2, 2019
<b>Risk Management</b> Michelle Tusinski	<b>Date</b>

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Conditions, if any

<i>Natalie Schranz</i>	May 2, 2019
<b>BOCC Deputy</b> Natalie Schranz	<b>Date</b>

No stakes in lawn  
No vehicles on courthouse lawn

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Conditions, if any



## 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' Administrative Assistant Sheree Stroud, 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: BolderBOULDER - Frances Friedland

Date of Application: 1/17/2019

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

7am Friday, May 24th through 9pm Sunday May 26th, 2019

*(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.)

Courthouse lawn

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

BolderBOULDER SportsEXHIBIT

Please indicate whether any of the following activities would take place:

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

Contact Information:

Person in Charge of Activity: Frances Friedland

Contact phone number prior to proposed activity on county property: 720-236-1966

Contact phone number during the time of proposed activity: 303-829-4267

Email address: frances@bolderboulder.com

Address: 5500 Central Ave. #110

City: Boulder

Zip Code: 80301

Signature: Frances Friedland

Print Name: Frances Friedland

By signing, you acknowledge that you have read the County's Policy 1.9 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	X		<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		X	<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		X	
Electricity		X	<ul style="list-style-type: none"> <li>• For courthouse lawn, contact City of Boulder for electrical access</li> </ul>
Amplified sounds		X	<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		X	<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		X	
Alcoholic beverages		X	<ul style="list-style-type: none"> <li>• Limited to Downtown Boulder Inc. events only</li> </ul>
Merchandise sales		X	<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		X	<ul style="list-style-type: none"> <li>• If erecting a stage, provide details on materials, construction and set-up</li> </ul>
Singers or Musicians		X	<ul style="list-style-type: none"> <li>• Provide performance schedule</li> </ul>
Tents (any size, including personal)	X		<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		X	
Any other structures		X	
Tables/chairs	X		
Candles		X	<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		X	<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.

We will have a 40x40 tent with tables set up for race registrants to pick up their race packets. There will be one 10x10 tent for questions and our technical staff.

# City of Boulder, Colorado AUTHORIZATION TO PROCEED

TO REQUEST AN INSPECTION VISIT <https://energovcss.bouldercolorado.gov>. LOG INTO YOUR ACCOUNT AND FIND THE CASE NUMBER UNDER "MY PERMITS" ON THE DASHBOARD. INSPECTIONS CAN BE REQUESTED FROM WITHIN THE PERMIT.

FOR INSPECTION SCHEDULING RELATED QUESTIONS CALL 303-441-4088.

Permit Number: TEV2019-00005

# 1325

**Job Site Address:** 1325 PEARL ST

**Date of Issuance:**

**Description:**

Installation of one 40' x 40' tent and one 10' x 10' tent on the court house lawn, two 20' x 20' tents and a 20' x 40' tent along the 1300 block of the Pearl Street Mall for the Bolder Boulder, dates Friday, May 24th through Sunday, May 26th, 2019.

**Approved Permits to Construct:**

Temporary Event Permit Temporary Event Permit

**THIS CARD MUST BE POSTED SO IT IS PLAINLY VISIBLE FROM THE STREET DURING THE LENGTH OF THE PROJECT.**



Chief Building Official



<b>CERTIFICATE OF INSURANCE</b>		<b>PRINT DATE:</b> 3/18/2019			
		<b>CERTIFICATE NUMBER:</b> 20190301689955			
<b>AGENCY:</b>					
Integro USA Inc. d/b/a Integro Insurance Brokers 2727 Paces Ferry Road, Building Two, Suite 1500 Atlanta, GA 30339 678-324-3300 (Phone), 678-324-3303 (Fax)		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
<b>NAMED INSURED:</b>		<b>INSURERS AFFORDING COVERAGE:</b>			
USA Track & Field, Inc. 130 East Washington Street, Suite 800 Indianapolis IN 46204		Bolder Boulder/CST Promotions Inc 5500 Central Ave #110 Boulder CO 80301			
INSURER A: Philadelphia Indemnity Ins. Co. NAIC #: 18058 INSURER B: Philadelphia Indemnity Ins. Co. NAIC #: 18058					
<b>EVENT INFORMATION:</b>					
BolderBOULDER (5/24/2019 - 5/28/2019)					
<b>POLICY/COVERAGE INFORMATION:</b>					
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
INS	TYPE OF INSURANCE:	POLICY NUMBER(S):	EFFECTIVE:	EXPIRES:	LIMITS:
A	GENERAL LIABILITY				
	<input checked="" type="checkbox"/> Occurrence	PHPK1899025	11/1/2018 12:01 AM	11/1/2019 12:01 AM	GENERAL AGGREGATE (Applies Per Event) \$3,000,000
	<input checked="" type="checkbox"/> Participant Legal Liability				EACH OCCURRENCE \$1,000,000
					DAMAGE TO RENTED PREMISES (Each Occ.) \$1,000,000
					MEDICAL EXPENSE (Any one person) EXCLUDED
					PERSONAL & ADV INJURY \$1,000,000
					PRODUCTS-COMP/OP AGG \$3,000,000
B	UMBRELLA/EXCESS LIABILITY				
	<input checked="" type="checkbox"/> Occurrence	PHUB652176	11/1/2018 12:01 AM	11/1/2019 12:01 AM	EACH OCCURRENCE \$10,000,000
					AGGREGATE (Applies Per Event) \$10,000,000
<b>DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS:</b>					
Coverage applies to USA Track & Field sanctioned events and registered practices, including any directly related activities, such as event set-up and tear-down, participant check-in and award ceremonies.					
The certificate holder is an additional insured per the following endorsement: Additional Insured - Certificate Holders (Form PI-AM-002)					
The General Liability policy is primary and non-contributory with respect to the negligence of the Named Insureds (Form CG 00 01)					
The General Liability policy contains a blanket Waiver of Subrogation as required by contract per Waiver of Transfer of Rights of Recovery Against Others (Form CG 24 04).					
Excess policy follows form of underlying General Liability.					
<b>CERTIFICATE HOLDER:</b>			<b>NOTICE OF CANCELLATION:</b>		
County of Boulder, State of Colorado, a body corporate and politic PO Box 471 Boulder CO 80306			Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.		
			<b>AUTHORIZED REPRESENTATIVE:</b>		
					

## Certificate Of Completion

Envelope Id: 1039F091F58949478797AD39FEBB1F7F	Status: Completed
Subject: Courthouse Lawn_Frances Friedland_Bolder Boulder Sports Exhibit_052419	
Type of Document:	
County Property Access/Use Request	
Department/Office: BOCC	
Source Envelope:	
Document Pages: 6	Signatures: 3
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Natalie Schranz
Time Zone: (UTC-07:00) Mountain Time (US & Canada)	2025 14th St
	P.O. Box 471
	Boulder, CO 80302
	nschranz@bouldercounty.org
	IP Address: 97.107.70.37

## Record Tracking

Status: Original	Holder: Natalie Schranz	Location: DocuSign
5/2/2019 9:17:53 AM	nschranz@bouldercounty.org	

## Signer Events

Signature	Timestamp
County Attorney ca@bouldercounty.org County Attorney Boulder County Security Level: Email, Account Authentication (None)	Sent: 5/2/2019 9:31:05 AM Viewed: 5/2/2019 10:19:41 AM Signed: 5/2/2019 10:20:02 AM
Signature Adoption: Pre-selected Style Using IP Address: 97.107.70.37	

**Electronic Record and Signature Disclosure:**  
Accepted: 5/2/2019 10:19:41 AM  
ID: 6dfe64f5-9942-45bd-b7ea-b0afd7a8c442

Michelle Tusinski mtusinski@bouldercounty.org Boulder County Security Level: Email, Account Authentication (None)	<i>Michelle Tusinski</i>	Sent: 5/2/2019 10:20:03 AM Viewed: 5/2/2019 10:22:16 AM Signed: 5/2/2019 10:22:32 AM
Signature Adoption: Pre-selected Style Using IP Address: 97.107.70.37		

**Electronic Record and Signature Disclosure:**  
Accepted: 5/2/2019 10:22:16 AM  
ID: 36f4645e-ff64-498c-b7d2-225ea577a398

Natalie Schranz nschranz@bouldercounty.org Boulder County Security Level: Email, Account Authentication (None)	<i>Natalie Schranz</i>	Sent: 5/2/2019 10:22:33 AM Viewed: 5/2/2019 10:26:40 AM Signed: 5/2/2019 10:26:49 AM
Signature Adoption: Pre-selected Style Using IP Address: 97.107.70.37		

**Electronic Record and Signature Disclosure:**  
Accepted: 5/2/2019 10:26:40 AM  
ID: ce9af640-b7e4-487a-8535-edff743300e9

## In Person Signer Events

Signature

Timestamp

## Editor Delivery Events

Status

Timestamp

## Agent Delivery Events

Status

Timestamp

<b>Intermediary Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
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<b>Certified Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
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<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
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<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
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<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
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Envelope Sent	Hashed/Encrypted	5/2/2019 10:22:33 AM
Certified Delivered	Security Checked	5/2/2019 10:26:40 AM
Signing Complete	Security Checked	5/2/2019 10:26:49 AM
Completed	Security Checked	5/2/2019 10:26:49 AM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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<b>Electronic Record and Signature Disclosure</b>
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## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Boulder County (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

### **How to contact Boulder County:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [itecm@bouldercounty.org](mailto:itecm@bouldercounty.org)

### **To advise Boulder County of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [itecm@bouldercounty.org](mailto:itecm@bouldercounty.org) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

### **To request paper copies from Boulder County**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [itecm@bouldercounty.org](mailto:itecm@bouldercounty.org) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

### **To withdraw your consent with Boulder County**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [itecm@bouldercounty.org](mailto:itecm@bouldercounty.org) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Boulder County as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Boulder County during the course of your relationship with Boulder County.