

# WYNKOOP PLAZA RULES, REGULATIONS & PROCEDURES

## Purpose

This document, promulgated by RTD, defines the rules, regulations and procedures for activities in the Wynkoop Plaza as depicted in **Attachment A**.

## Regulated Activities

Wynkoop Plaza is managed and regulated by the Regional Transportation District for any purpose other than general pedestrian access, including any recreational and entertainment uses, picketing, protesting, distribution of handbills, other speech-related activities and any other public or private purposes. RTD requires and grants permits, licenses and other authorization in furtherance of such management and regulation. Any person using Wynkoop Plaza does so at his or her own risk and RTD assumes no liability by issuance of these rules, regulations and procedures.

## Weight Limits

To prevent damage to the plaza pavers or paver bed material, no equipment exceeding 250 pounds will be permitted on Wynkoop Plaza, subject to RTD pre-approved conditions. For any activity that may require equipment, including vehicles, that potentially could exceed this weight limit, the responsible entity must contact the **RTD Contracted Public Facilities Manager at 303.299.3064** no less than 48 hours prior to the planned activity. Vehicle access onto Wynkoop Plaza will require written permission from RTD.

## Time, Place and Manner Restrictions

All activities on Wynkoop Plaza are subject to the following reasonable time, place and manner restrictions that (1) protect the public health or safety; (2) concern the provision of transit service, the flow of traffic on or to transit facilities or other public buildings; or (3) regulate the safe and efficient operation of transit services or public facilities.

- No person shall perform any act that interferes with or may tend to interfere with the provision of transit or security service, obstructs or may tend to obstruct the flow of traffic, interferes with or may tend to interfere with the safe and efficient operation of transit or security service, or interferes with RTD installed transit-related signs, notices or other way-finding mechanisms.
- No person shall violate local, state or federal laws, rules, regulations or ordinances. Such prohibited behavior includes conduct that causes physical harm, jeopardizes public or individual safety, or creates a reasonable apprehension of imminent physical harm.
- No person shall restrict reasonable access to or from the Denver Union Station Historic Building, the North Wing Building, the South Wing Building, the utility and access corridor, or the pedestrian bridge. The building entrance area and building buffer zones shall remain clear of any improvement or obstruction.

- Alcohol is prohibited except as specifically allowed in a permit.
- No person shall damage or permanently alter RTD property; no ropes shall be anchored to any elevated surface; and no stakes shall be driven into the surface of the plaza pavers or other improvements.
- All equipment, trash, and recycling must be removed upon departure.
- No person shall falsely misrepresent himself or herself, through words, signs, leaflets, attire or otherwise, as an agent, employee, affiliate, or representative of RTD, Downtown Denver Events or any property owner or tenant in the DUS Historic Station Zone.
- No person shall interfere with any construction, renovation or maintenance. All persons shall obey any directions or signage prohibiting access to certain areas due to construction, renovation or maintenance.
- No person shall post or adhere any sign, poster, notice, advertisement, leaflet or written matter to any buildings or improvements except as specifically allowed in a special event permit.
- No person shall engage in activity that is obscene, defamatory, or consists of fighting words or specific threats of serious bodily injury. No person shall incite imminent lawless action.
- All persons shall dismount from any bicycle, scooter, skateboard, Segway or similar wheeled device. Bicycles, scooters and other such equipment may not be locked to any railing, tree, fixture or other improvement. Items stored in violation of this requirement may be removed.
- No smoking, including electronic cigarettes, is permitted.
- No camping, which shall include but not be limited to sleeping or making preparations to sleep, occupying a shelter (e.g., any cover or protection from the elements other than clothing, such as a tent, shack or sleeping bag, or other structure or material) out of doors, or keeping or storing personal property.
- No person shall solicit from individuals who are not reasonably free to leave.
- No kiosk or other improvement or obstruction, whether permanent or temporary, is permitted in the buffer zone around the historic building.
- No trees or other shrubbery, other than as installed by RTD, are permitted in the buffer zone around the historic building.
- No permanent buildings or other structures are permitted, excluding art work and kiosks not to exceed 10'x10'x10'. Temporary tents up to 20'x20'x12' may be allowed under a use permit. However, size and height restrictions may apply depending on tent location.
- Domestic house pets must be properly licensed and under the control of a responsible party at all times. Pets must be on a leash or in a secure carrier. Pets shall not be allowed in the

Fountain or be tied to a railing, tree, fixture or other improvement. Owners must pick up after their pets.

- No livestock, poultry, horses or other animals (other than domestic house pets as described immediately above) shall be permitted in Wynkoop Plaza, except for special events of a limited duration as specifically allowed in a permit.
- Busking, musical entertainment, theatrical performances, use of amplified sound or speaking events are prohibited except as specifically allowed in a permit.
- Amplified sound is prohibited prior to 9 am or after 9 pm except as specifically allowed in a permit.
- Projection of lights or digital images on the Denver Union Station Historic Building that interferes with or is disruptive to the private rooms of hotel guests or restaurant patrons is prohibited.

### **Commercial Activities**

Commercial activities are not permitted without a vendor permit and at this time, vendor permits are not available except for sponsorships or vendors for a specific special event that RTD has approved as part of a permitted event. Commercial activity includes (1) the advertising, display, sale, lease, offer for sale or lease, or distribution of food, goods, services or entertainment and (2) the solicitation of money or payment for food, goods, services or entertainment. Commercial activity includes peddling. Any commercial activity is subject to RTD's advertising policy. Newsracks are not permitted on Wynkoop Plaza. No concession stand or food cart/kiosk whose primary business is the sale of coffee, tea or other common morning beverages is permitted, except for special events of a limited duration.

### **Permits**

In addition to the commercial activities described above, the following activities require a permit.

- The activity is directed at broad public participation that reasonably could involve a gathering of more than 20 people at any one time; or
- The activity requires any equipment be placed on the ground, such as tables, chairs, boxes, or coolers, other than the street furniture already existing on the plaza; or
- The activity is a private gathering that reasonably anticipates more than 20 people in attendance or that reasonably anticipates more than 5 people in attendance and is expected to last longer than 4 hours.

Permits are issued on a first-come, first-served basis according to availability and operational requirements in accordance with established guidelines and procedures. Permits are not denied based on the content of the activity or expression but may be subject to reasonable time, place and manner restrictions.

## **Application Process**

Wynkoop Plaza Events LLC (“WPE”), an affiliate of the Downtown Denver Events, manages events and other activities at Wynkoop Plaza. WPE has issued certain guidelines describing the application and permitting process for special events, programming and daily uses available on RTD’s website. Any activity that requires a permit or license must first apply for a permit pursuant to WPE’s guidelines. **For inquiries, contact Downtown Denver Events by email at [wynkoop.plaza@downtowndenver.com](mailto:wynkoop.plaza@downtowndenver.com)**