



# Facility Reservation Fee Waiver Application

Fee waiver requests are reviewed by the Parks & Recreation Advisory Board. The board meets on the second Thursday of each month at 5:30 pm. Applications must be submitted at least one week prior to the meeting. For further information, call 303-280-7821 or email [parksandrec@northglenn.org](mailto:parksandrec@northglenn.org).

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternative Phone: \_\_\_\_\_

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

Group/Organization: \_\_\_\_\_

Does the group/organization have non-profit status (circle one)? Yes No

*If yes, please provide verification of non-profit status.*

Desired Location(s): \_\_\_\_\_

Name of Event: \_\_\_\_\_ Type of Function: \_\_\_\_\_

Event Date(s): \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Begin Time(s): \_\_\_\_\_ AM/PM End Time(s): \_\_\_\_\_ AM/PM

**How does this activity/event benefit the Northglenn residents and/or the Northglenn community?**

**Please explain why paying the fee associated with using the space will be a financial hardship. For organizations, please include budget information you feel could be of value for the Board to know and review.**

**Are you willing to volunteer your services in lieu of paying the fee? If yes, what types of volunteer work are you willing to do? If no, please explain.**

**BOARD/STAFF ONLY**

Previous Fee Waiver:	Yes	No	Previous Fee Waiver - Value:	
Previous Fee Waiver Date:	_____		Volunteerism Follow-Through:	Yes    No
Current Request - Space Availability	Yes	No	Current Fee Waiver - Value:	_____
Date Heard by Board:	_____		Full Fee Waiver:	Yes    No
Board Action:	Approved	Denied	Percentage Waived:	_____
Staff Recommendation & Notes:				