



FEE WAIVER GUIDELINES

- ❖ Fee waivers will be considered **ONLY** if the group is composed of a significant number of Northglenn residents, and/or serves a significant number of Northglenn residents.
- ❖ Fee waivers must be submitted by the first Monday of the month prior to the date of the event or activity for which a fee waiver is requested.



FEE WAIVER APPLICATION

Applications for fee waivers must be reviewed by the Parks and Recreation Advisory Board. The Board meets on the second Monday of each month.

Return your application by mail to **Donna Reagan, 12301 Claude Ct., Northglenn, CO 80241** or fax at **303-280-7879** or via email at dreagan@northglenn.org

For more information, contact Donna Reagan at 303-280-7821 or at the email address listed above.

Name of Applicant: <small>(corporation, partnership, LLC etc.)</small>			
Address:			
Name of Contact Person: <small>(if different than applicant)</small>			Contact Phone:
Indicate Pavilion, Field, Park or Conference Room Space of Interest and the Dates/Times Desired			
Desired Location:	Date:	Time of day:	
Explain below why paying the fee would be a hardship:			
<i>If additional space is required, please use another sheet of paper.</i>			
# of Northglenn Residents Served: _____	Are you willing to volunteer services in lieu of paying this fee? Yes _____ No _____	What type of services? _____	
Description of event or purpose for which the amenity will be used:			
Notes:			

I declare under the penalties of perjury that this fee waiver application has been examined by me and to the best of my knowledge and belief is true, correct and complete.

Signature of Applicant:	Date:
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FOR CITY'S USE ONLY

Parks and Recreation Advisory Board Approval: _____	Date:
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