



# FACILITY USE FEE WAIVER APPLICATION

Applications for fee waivers must be reviewed by the Parks and Recreation Advisory Board. The Board meets on the second Thursday of each month. Return your application by mail to **the Northglenn Recreation Center, 11801 Community Center Dr., Northglenn, CO 80233** or fax at **303-450-8723** or via email at [parksandrec@northglenn.org](mailto:parksandrec@northglenn.org). For more information, contact the Northglenn Recreation Center at 303-450-8800 or at the email address listed above.

<b>Name of Applicant:</b>  <small>(corporation, partnership, LLC etc.) If you are a 501(c)(3), please submit a copy of your I.R.S. determination letter</small>		
<b>Address:</b>		
<b>Name of Contact Person:</b> <small>(if different than applicant)</small>	<b>Contact Phone:</b>	
Indicate Pavilion, Field, Park or Conference Room Space of Interest and the Dates/Times Desired		
<b>Desired Location:</b>	<b>Date:</b>	<b>Time of day:</b>
<b>Description of event or purpose for which the amenity will be used:</b>		
<b>COMMUNITY BENEFITS:</b> How many Northglenn Residents will benefit from your event? _____  How will they benefit?		
<b>FINANCIAL NEED:</b> Explain below why paying the fee would be a hardship. If you are an organization, please include details about your budget, sources of revenue, and fundraising efforts.		
Are you willing to volunteer services in lieu of paying this fee? Yes _____ No _____	<b>What type of services?</b>  _____	<b>FOR STAFF ONLY:</b> Has applicant followed through on volunteer services? <input type="checkbox"/> yes <input type="checkbox"/> no

PAST APPLICATIONS: Have you applied for fee waivers in the past?  yes  no

FOR STAFF ONLY: How many waivers has applicant received and at what amounts?

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:

FOR CITY'S USE ONLY

Parks and Recreation Advisory Board Approval:

Date: