

Resource Reservation Form

Only active NGLA registered neighborhoods are eligible



Neighborhood-Based Community Groups that have achieved active* status with the NGLA may reserve resources to support community activities that increase a sense of community in their neighborhood. All neighbors must be invited to participate and it must take place within city limits. **By reserving items you accept responsibility for ensuring proper use of all resources and for returning them clean, on time, and in good working order.** Contact CNR with questions.

Submit Reservation Request		Receive Confirmation	Pick-up and Drop-off at CNR
1	Submit this complete application form at least two weeks before your activity* . Shorter notice may be accommodated dependent on availability.	2	3
		CNR will confirm availability and send you a confirmation. Resources are available on a first-come-first-serve basis.	Items must be signed out within the confirmed pick-up time and returned in working order at the designated return time. Please notify CNR of any concerns with resource condition.

*Return this form to Jasmine at 303-651-8444, Jasmine.Padilla@longmontcolorado.gov or 350 Kimbark St, 80501

NEIGHBORHOOD & CONTACT PERSON	
CONTACT	NEIGHBORHOOD: Submittal Date:
	Contact Name: Phone:
	Address: Zip code:
	Email:

ACTIVITY DESCRIPTION		Check here if receiving city funding: <input type="checkbox"/>	
Activity Date:		How many residents are expected to participate:	
Pick-up date:	Time:	Drop-off date:	Time:
<i>Scheduling:</i> Items for <u>weekend events</u> must be picked up at the CNR office before 5:00 pm on the Friday before the event and returned before 5:00 pm on the following Monday. Materials for <u>weekday events</u> should be picked up by 5:00 pm the day of the event (or the day before for early events) and returned by 5:00 pm on the day after the event.			
Type of Activity/Description:			
Activity Location:		Have you applied for a Street Closure Permit (circle)? YES NO N/A	

RESOURCE REQUESTED: Indicate how many of each resource you are requesting (max available)		
___ *10' x 10' canopies (8)	___ 6' Folding tables (6)	___ Folding chairs (15)
___ Five gallon beverage dispensers (2)	___ Folding children's picnic tables (2)	___ Light-up, collapsible cones (4)
___ Outdoor PA (1)	___ Indoor PA + 2 wireless mics	___ 3100 Watt generator (1)
Contact CNR to arrange details regarding the items below 303-651-8444, n gla@longmontcolorado.gov		
___ Design and/or printing of flyers (include #)	___ Zoom account (date/time above)	___ **Real Estate Style Outreach signs (4) <u>Used week prior to event</u>
The Mobile Stage is available at a reduced fee from Recreation by contacting RaShelle directly at 303-651-8404		
*due to demand, only two canopies can be reserved, but up to eight can be requested and accessed if available at pick-up.		
**notice prior to event, can be reserved for longer periods, contact CNR to arrange dates and information for sign creation		

Community and Neighborhood Resources

350 Kimbark St | Longmont, CO 80501 | T 303-651-8444 | E n gla@longmontcolorado.gov | W longmontcolorado.gov