

NGLA Resource Guide

Only active NGLA registered neighborhoods are eligible



Submit to: NGLA@LongmontColorado.gov, 303-651-8444, or 350 Kimbark St

*Some items are large or heavy and require more than one person to load, CNR staff may not be available to assist, please plan accordingly.



Eight 10x10 canopies



Six 6' Folding tables



15 Folding chairs



Two Small folding picnic tables



Two 5 Gallon beverage dispensers



Indoor & outdoor PA systems



One 3100W generator



Four cones Collapsible & 1ft



Four outreach yard signs promotion

Pickup for Weekends

Items for weekend events must be picked up at 350 Kimbark St before 5:00 pm on the Friday before the event and returned before 5:00 pm on the following Monday.

Pickup for Weekdays

Materials for weekday events should be picked up at 350 Kimbark St by 5:00 pm on the day of the event (or the day before for early events) and returned by 5:00 pm on the day after the event.

Yard Signs & Flyers

Coordinate design and timing of yard signs and outreach materials with CNR. To be used for marketing in the weeks before your community's event or activity.

OUTREACH SUPPORT and OTHER SERVICES

- Neighborhood newsletter design and printing
- Meeting flyer design and printing
- Spanish translation for appropriate materials and meetings
- Flyer distribution: Contact Erika in Public Safety 303-774-4496
- City staff are happy to attend or present at meetings dependent on availability
- Help planning neighborhood meetings
- Strategizing and community leadership development

Community and Neighborhood Resources

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

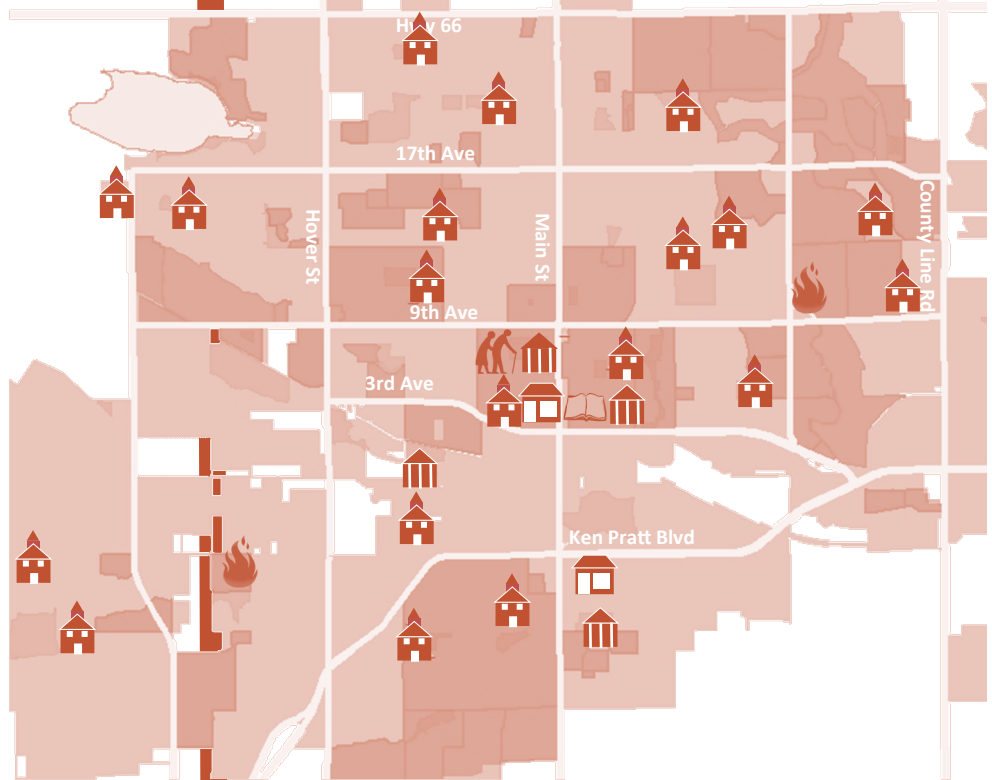
NGLA RESOURCE GUIDE

COMMUNITY MEETING & EVENT SPACES

Finding space for community meetings and events can be challenging, some opportunities and ideas are highlighted below. These are only suggestions and may work better for some communities and certain events than for others. Some locations are free to community groups while others charge fees.

There may be many other possibilities in your neighborhood, such as the homes of individual residents. Choose the one that is most accessible to the greatest number of people, or to a target population, and that accommodates the needs of that meeting or event the best.

**The small sample of locations below is not an endorsement of any space or organization.*



SENIOR CENTER [free]



Various room sizes
After hours availability
303-651-8411
910 Longs Peak Ave

LIBRARY [free]



Various room sizes
After hours availability
303-651-8470
409 Fourth Ave

FIRE HOUSES [\$25 fee]



Rooms for 20 to 50 people
Station 3: 1000 Pace St
Station 5: 617 Barberry Drive
303-651-8437

OTHER CIVIC BUILDINGS [\$ fee applied]



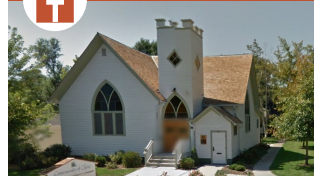
MUSEUM: Various rooms, 303-651-8374, 400 Quail Rd

MEMORIAL BUILDING: Small room, 303-651-8404,
700 Longs Peak Ave

REC CENTER: Small room, 303-774-4800, 310 Quail Rd

IZAAK WALTON CLUBHOUSE: Up to 95 people, 303-651-8404,
18 S. Sunset St

RELIGIOUS FACILITIES



Many churches and other religious facilities offer space free of charge or for a small donation. Contact directly.

SCHOOLS [\$ fee applied]



The school district may charge a base fee plus an hourly custodial fee. Contact Luana Campos for details at 303-682-7433 or campos_luana@svvdsd.org



PRIVATE FACILITIES or RENTALS



Panera Bread:
Community room
425 Ken Pratt Blvd
303-702-1000
Hours: 6:00 am to 9:00 pm

Various private facilities may be available to community groups for a fee. Contact them directly.

The Times Collaborative:
Coworking Space
338 Main St
303-523-1981
Hours: *Dependent*

These are examples only, the City does not endorse use of any specific private facility.

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Resource Reservation Form

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

***Return this form to NGLA@longmontcolorado.gov or 350 Kimbark St, 80501. Questions: 303-651-8444.**

NEIGHBORHOOD & CONTACT PERSON									
CONTACT	<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;">NEIGHBORHOOD:</td> <td>Submittal Date:</td> </tr> <tr> <td>Contact Name:</td> <td>Phone:</td> </tr> <tr> <td>Address:</td> <td>Zip code:</td> </tr> <tr> <td colspan="2">Email:</td> </tr> </table>	NEIGHBORHOOD:	Submittal Date:	Contact Name:	Phone:	Address:	Zip code:	Email:	
	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:
<p>Scheduling: 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.</p>			
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>
<p>The Mobile Stage is available at a reduced fee from Recreation by contacting RaShelle directly at 303-651-8404</p> <p>*due to demand, only two canopies can be reserved, but up to eight can be requested and accessed if available at pick-up.</p> <p>**notice prior to event, can be reserved for longer periods, contact CNR to arrange dates and information for sign creation</p>		

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