



Submit resource reservation form



Receive confirmation



Pick up at CNR

Submit to: NGLA@longmontcolorado.gov 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.*



10x10 Canopies



Folding 6' tables



Folding chairs



Kid's picnic table



Collapsible cones



Dual waste and recycle bins



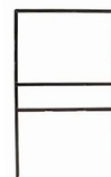
5 gallon beverage dispenser



Hot beverage dispenser



Sandwich board signs



Yard signs



Indoor PA Systems



Outdoor PA System



Cornhole set



Giant connect four



Electric generator



Inflatable screen



Outdoor projector

Pickup for Weekends

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

Pickup for Weekdays

Items for the weekday events should be picked up by 5:00 pm on the day of event and returned by 5:00 pm on the day after the event.

Yard Signs & Flyers

Coordinate design and timing of the yard signs and outreach materials with CNR.

OUTREACH SUPPORT AND OTHER SERVICES

- Neighborhood newsletter design and printing
- Meeting flyer and design
- Spanish translation for appropriate materials and meetings
- City staff are happy to attend or present at meetings. *(depending on availability.)*
- Help plan neighborhood meetings

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 the city limits. By reserving items you accept the responsibility for ensuring proper use of all resources and for returning them clean, on time, and in good working order. Contact CNR with any questions.

1

SUBMIT RESERVATION REQUEST

Submit this complete application for at least two weeks before your activity.

Shorter notice may be accommodated dependent on availability.

2

RECEIVE CONFIRMATION

CNR will confirm availability and send you confirmation.

Resources are available on a first-come-first-serve basis.

3

PICK-UP AND DROP-OFF

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 at NGLA@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: ☐

ACTIVITY

Activity Date:	How many residents are expected to participate?		
Pick-up date:	Time:	Drop-off date:	Time:
<p><u>Scheduling:</u> 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? Yes <input type="radio"/> No <input type="radio"/> N/A <input type="radio"/>	

RESOURCES REQUESTED: Indicate how many of each resource you are requesting (max available)

RESOURCE REQUEST

_____ 10'x10' Canopies (7) <i>2 Max*</i>	_____ 6' Folding tables (9)	_____ Folding chairs (25)	_____ Kids folding picnic table (1)
_____ Light-up collapsible cones (4)	_____ Dual waste and recycle bins (2 sets)	_____ 5-gallon beverage dispensers (2)	_____ Hot beverage dispenser (2)
_____ Cornhole set (1)	_____ Giant connect-four (1)	_____ Indoor PA (1)	_____ Outdoor PA (1)
_____ Inflatable screen (1)	_____ Outdoor projector (1)	_____ Electric generator (1)	

Contact CNR to arrange details regarding the items below

_____ Design and/or printing of flyers (include #)	_____ Zoom account	_____ Yard signs (4) <i>Used week prior to event</i>	_____ Sandwich board signs(4) <i>Used week prior to event</i>
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The Mobile Stage is available at a reduced fee from Recreation by contacting RaShelle directly at 303-651-8404