



3280 Redstone Park Circle  
Highlands Ranch, Colorado 80129  
303-791-2710  
[www.highlandsranch.org](http://www.highlandsranch.org)

### Special Use/Event Request Form

Contact Name: \_\_\_\_\_

Group/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Day of Event Contact Person/Phone: \_\_\_\_\_

#### Event or Program Information (Site Plan must be attached):

Name of event or service: \_\_\_\_\_

Date(s): \_\_\_\_\_

Time(s): Start: \_\_\_\_\_ End: \_\_\_\_\_  
(Include set-up and break-down)

Park/Trail Requested: \_\_\_\_\_

Facilities Required: \_\_\_\_\_

Equipment Set up: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_  
(Staff/Volunteers) (Spectators/Participants)

Description of event or program: (please include any signage, trail route map, use of audio equipment or communications, entrance fees and concession requests that may be a part of the event.)

\_\_\_\_\_  
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