



HIGHLANDS RANCH Metro District

3280 Redstone Park Circle
Highlands Ranch, Colorado 80129
303-791-2710
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.)
