



HIGHLANDS RANCH  
Senior Center

# Fee Discount Request

Our Rental Mission: To provide the community with a welcoming and attractive venue to host meetings and special events.

---

## Group / Organization Information

Business Name

Contact Name

Mailing Address

Email Address

Phone Number

Federal Tax-Exempt Number

## Event Information

Date Requested

Rooms Requested

Start Time (includes setup)

End Time (includes cleanup)

Number of Guests

Type of Event:  Educational/Meeting  Social/Party/Reception

## Eligibility

One box MUST be checked from all three items below; please see Fee Discount Guidelines for reference.

#1 Date:

Weekday (Monday-Thursday)

Weekend (Friday-Sunday)

#2 Organization type:

Government

Nonprofit

Other

#3 Purpose of event (select all that apply):

Providing a program or event for individuals aged 55 and older

Providing community service/event that is open to the public and free of charge

Raising funds for a charitable, non-political cause

Providing a one-day community service/event, open to the public for a nominal fee that is not generating revenue that is over and above costs for the service/event

## Description of Event

Please describe your event. (Attach additional information if necessary.)

Budget for event – please detail anticipated expenditures/revenues. (Attach additional information if necessary.)

## Signature

I have read the Senior Center Fee Discount Guidelines and affirm the information in this application to be true and correct.

---

Name

---

Position

---

Signature

---

Date

---

### FOR INTERNAL USE ONLY

Approved     Denied

---

Manager Signature

---

Date