



## RECREATION FINANCIAL ASSISTANCE INFORMATION & GUIDELINES

City of Northglenn  
Recreation and Cultural Services  
*Revised December, 2009*

### **PURPOSE:**

The City of Northglenn's Recreation Financial Assistance Program was designed to help families and/or individuals with limited financial resources participate in City recreation programs. Requests for recreation classes or activities must be submitted at least one week prior to the start of the class or activity for which the waiver is requested.

### **DISCOUNT:**

Qualified applicants would be considered for a discount once a year on the total cost of the desired program. The amount of the discount that may be applied is at the sole discretion of the Parks and Recreation Director based on the circumstances and information described in the application and the backup documentation provided. It has not been the policy or past practice of the City to waive fees in their entirety and will generally not exceed 50% of the total program cost. Discounts for Summer Day Camp would be applied to the end of the program with all other monies to be paid up front or in accordance with an approved payment plan.

### **WHAT IS NOT INCLUDED:**

1. Fees for drop-in programs i.e. Basketball, aqua fit, fitness etc. (unless as part of a 20-punch, annual or six-month pass).
2. Open swim
3. Already discounted programs
4. Trips, tours or special events
5. Fees that are regularly under \$10
6. Northglenn Senior Center activities and/or classes

### **QUALIFICATION CRITERIA:**

1. Family and/or individual **MUST** be a resident of Northglenn.
2. Family and/or individual must qualify for Adams 12 free or reduced lunch program eligibility.
3. Foster children automatically qualify.

### **HOW TO APPLY:**

1. Complete attached application. Deliver in person to Donna Reagan at the Maintenance and Operations Facility (12301 Claude Ct., Northglenn, CO 80241) or return my mail or fax to 303-280-7879.
2. Proof of residency (utility bill, driver's license, rental contract, etc.).
3. Proof of free or reduced lunch eligibility through Adams 12 school district (provide copy).

### **HOW TO USE:**

Once you are approved, you will be contacted by a representative from the City of Northglenn to inform you of the Director's decision and a copy is provided to the Recreation Center Front Desk. Payment plans can be arranged with the Recreation Center Facilities Supervisor or their representative.



**\*\*\*CONFIDENTIAL\*\*\***  
**APPLICATION FOR FINANCIAL ASSISTANCE**

<b>Date:</b>	
<b>Name of Participant:</b>	<b>Age:</b>
<b>Name of Parent/Guardian:</b>	
<b>Address:</b>	
<b>City/State/Zip:</b>	
<b>Daytime Phone:</b>	<b>Evening Phone:</b>
<b>Class/Activity:</b>	
<b>Reason for Request:</b>	

**Return Application to:** Donna Reagan, Administrative Assistant  
Parks, Recreation and Cultural Services  
12301 Claude Ct.  
Northglenn, Colorado 80241

**FOR OFFICE USE ONLY**

<b>Date Received:</b>	
<b>Approved:</b>	<b>Denied:</b>
<b>Waiver/Reduction Amount:</b>	
<b>Payment Plan:</b>	
<b>Comments:</b>	