



Roxborough Park Foundation

6237 ROXBOROUGH DRIVE • LITTLETON, COLORADO 80125 • (303) 979-7860 • FAX (303) 979-0624

Date: _____

Board of Directors
Roxborough Park Foundation
6237 Roxborough Drive
Littleton CO 80125

Subject: Advanced Reservation

The Community Center Rules and Regulations provide the following:

Guaranteed reservations may be made no more than 60 days, and no less than 30 days, in advance. The General Manager will verify Owner usage and availability. If an event requires that a guaranteed reservation be made more than 60 days in advance, the Board may, in its sole discretion, guarantee a reservation more than 60 days in advance as long as the Owner reserving the facility signs the Facility Use Agreement and submits the security deposit at least 60 days prior to the event.

NAME: _____

ADDRESS: _____

PHONE: _____

I / We wish to be considered by the Board for an Advanced Reservation for the following event because: _____

to be held on _____.

Request for use of the _____ room(s).

Representative and Title

Date