

Highlands Ranch Mansion Guidelines
Adopted October 26, 2010

Community Uses: <ul style="list-style-type: none"> • Open to public • Sponsored by community organization • Maximum 10 events per year/over 225 attendance 	Days	Times: Indoor Events	Times: Outdoor Events
	Sunday – Thursday	8:00 am – 9:00 pm	8:00 am – 9:00 pm
	Friday – Saturday	9:00 am – 11:00 pm	9:00 am – 10:00 pm
Special Uses: <ul style="list-style-type: none"> • Private events & not open to public • Maximum attendance: TBD based on fire code and other factors • Maximum 100 events per year: If alcohol served & past 6:00 pm • Events serving alcohol, 5 hours maximum. 	Days	Times: Indoor Events	Times: Outdoor Events
	Sunday - Thursday	8:00 am – 9:00 pm	8:00 am – 9:00 pm
	Friday - Saturday	9:00 am – 11:00 pm	9:00 am – 10:00 pm
Amplified Sound: <ul style="list-style-type: none"> • Must conform to decibel level set and enforced by Metro District 	Days	Times: Indoor Events	Times: Outdoor Events
	Sunday - Thursday	Must end by: 9:00 pm	Must end by: 8:00 pm
	Friday - Saturday	Must end by: 11:00 pm	Must end by: 9:00 pm
Alcohol <ul style="list-style-type: none"> • Must be served by licensed bartender • Food must be served • Service must conclude 30 minutes prior to end of event 	Days	Times: Indoor Events	Times: Outdoor Events
	Sunday – Thursday	Service must end no later than 8:30 pm	Service must end no later than 8:30 pm
	Friday - Saturday	Service must end no later than 10:30 pm	Service must end no later than 9:30 pm

Parking & Security Management

- Parking for the Mansion will be designed to accommodate uses up to 225 people.
- Parking is allowed in designated spaces only.
- Events larger than 225 will be required to arrange for alternative offsite parking and shuttle service. A specific parking management plan must be submitted and approved for each event.
- Use of school parking lots must be coordinated with Douglas County School District.
- Sheriff's deputies and/or security personnel are required for events over 100 when alcohol is served.

