



Community Partner Interest Form

For Nonprofits, Government Entities, Civic Clubs, Educational Institutions, Churches, and Faith-Based Organizations Providing Community Services

Thank you for your interest in becoming a tenant or service partner at the **Life Center in Loveland**, operated by House of Neighborly Service. The Life Center is a multi-use, shared-space facility dedicated to collaboration between organizations working together to strengthen families, change lives, and positively impact our community.

Please complete the form below so we can better understand your organization's services, goals, and space needs.

Eligibility (Please Read Before Proceeding)

- 501(c)(3) nonprofit organizations
- Government agencies
- Civic clubs (e.g., Rotary, Lions, Elks, Kiwanis)
- Faith-based ministries or churches providing community services
- Educational institutions or homeschool groups offering community enrichment or academic programs
- For-profit entities or businesses (higher rental rate to cover property taxes HNS will be charge for the leased space)

At this time, **we are not accepting** forms from:

- Churches seeking space for congregational worship services and church gatherings
- Meal-based programs or food service

All accepted partners **must provide**:

- Proof of nonprofit status or equivalent documentation
- Proof of tax-exempt status
- Certificate of Insurance (COI) with a minimum \$1,000,000 in liability coverage

1. Organization / Program Information

- Organization or Program Name:
 - Primary Contact Name:
 - Phone Number:
 - Email Address:
 - Website (if applicable):
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2. Type of Services or Activities Offered

Please check all that apply:

- Rental assistance
 - Utility assistance
 - Transportation assistance
 - Vehicle repair assistance
 - Mental health or counseling services
 - Case management or resource navigation
 - Financial literacy or coaching
 - Family or youth support services
 - Veteran support services
 - Educational classes, workshops, or skills training
 - Community events or awareness campaigns
 - Homeschool co-op or enrichment programs (art, STEM, parent support groups, tutoring, testing etc.)
 - Civic or volunteer service programs (e.g., Rotary, Lions, Kiwanis)
 - Support groups or group-based gatherings
 - Guest speakers, field trips, or specialized programs
 - Other (please describe) _____
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3. Service Delivery and Client/Guest Flow

The Life Center is open to the public Monday–Thursday, 9:00 AM – 4:00 PM (Closed Friday–Sunday)

- Briefly describe the services your staff or volunteers would provide onsite at the Life Center (1–3 sentences):
 - How do clients typically find or get referred to your services?
 - Typical hours/days you would serve onsite each month:
 - Estimated number of clients or guests you serve onsite each month:
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4. Space Needs

What type of space are you seeking?

- Private office (approx. 100–125 sq. ft.)
- Larger suite (multiple offices or reception area)
- Flex space (daily or weekly rental, Monday–Thursday only)
- Approximate square footage desired (if known):
- Number of staff or volunteers expected onsite at a given time:
- Will you need access to shared conference rooms for groups or classes?
 No Yes *If yes, how often?* _____
- Other space needs, accessibility considerations, or comments:

5. Mission Alignment

Our Mission:

The Life Center in Loveland is a multi-use, shared-space facility for nonprofit organizations and ministries that collaborate together to strengthen individuals and families, change lives, and positively impact our communities.

- **How do your services, classes, or events contribute to strengthening families or individuals in need?**
(Optional – 1–2 sentences)
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6. Additional Comments or Questions

Submit this completed form to: bhenderson@honservice.org

Thank you for your submission. We will review your responses and follow up to discuss space availability and potential fit. If your program aligns well with our mission, we'd be happy to schedule a tour or follow-up conversation.

Please note: All potential partners entering a 12-month lease must complete an interview with the Executive Director of House of Neighborly Service.

If you have questions, please contact:

Becki Henderson

Life Center Building Manager | bhenderson@honservice.org