

Mt. Prospect Park District

Lions Recreation Center

411 South Maple Street, Mount Prospect IL 60056

P (847) 632-9333

F (847) 632-9325

Park Permit Request Form

Park permit request must be submitted a minimum of **2 weeks** prior to date requested. All information must be completed for application to be reviewed. Park permit requests will be reviewed in order they are received. **Once a park permit receives approval, any necessary fees and insurance certificates must be submitted prior to park permit being issued.** A park permit entitles use of open space in the reserved park. Park permit does not entitle exclusive use of playground equipment or use of athletic fields. Park permit rules will be available if permit is approved. Park permit requests should be submitted to address above, ATTN: Christina Greco.

CONTACT INFORMATION (please print)

ORGANIZATION (If applicable)

CONTACT PERSON

PRIMARY PHONE

EMAIL ADDRESS

STREET ADDRESS

CITY

ZIP

STATE

PERMIT REQUEST INFORMATION (please print)

DATE REQUESTED

ALTERNATE DATE

START TIME (Including Set Up Time)

END TIME (Including Clean Up Time)

PARK REQUESTED

ALTERNATE PARK

Park locations are listed on our website—www.mppd.org—and on the map page of our brochure.

ALTERNATE PARK *Park locations are listed on our website—www.mppd.org—and on the map page of our brochure.*

TYPE OF ACTIVITY

EXPECTED NUMBER OF ATTENDEES

USE OF GRILL

YES

NO

USE OF PORTABLE TENT

YES

NO

USE OF PAVILLION

YES

NO

PICNIC TABLE RENTAL

YES

NO

(\$10/table. Minimum of 3 tables if requested)

of tables
needed

OFFICE USE ONLY

CERTIFICATE OF INSURANCE NEEDED

YES

NO

GARBAGE PICK UP FEE

\$

PICNIC TABLE FEE

\$

TOTAL FEE

\$

RECEIVED BY

DATE RECEIVED

updated 01/2012