



Mt. Prospect Park District

Lions Recreation Center
411 Maple Street
Mt. 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: parkspermit@mppd.org. Any questions please contact Christina or Heidi at Lions.

CONTACT INFORMATION

Today's Date: _____

ORGANIZATION (If applicable) _____

CONTACT PERSON _____ PRIMARY PHONE _____

EMAIL ADDRESS _____

STREET ADDRESS _____ CITY _____ ZIP _____ STATE _____

PERMIT REQUEST INFORMATION

DAY/DATE REQUESTED _____ ALTERNATE DAY/DATE _____

START TIME (Including Set Up Time) _____ END TIME (Including Clean Up Time) _____

PARK REQUESTED _____
Park locations are listed on our website—www.mppd.org—or park district brochure. Restrooms available at select parks.

EXPECTED NUMBER OF ATTENDEES _____

TYPE OF ACTIVITY

USE OF PERSONAL GRILL (Charcoal Only)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
USE OF PERSONAL PORTABLE TENT (10X10 Only)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
USE OF SHELTER (see website or brochure for locations)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
PICNIC TABLE RENTAL (\$10 per table. Minimum of 3 tables-seats 8-10 persons)	<input type="checkbox"/> YES	<input type="checkbox"/> NO

of tables _____

OFFICE USE ONLY

Permit request received on: _____

CERTIFICATE OF INSURANCE NEEDED YES NO Received on: _____

GARBAGE PICK UP FEE \$ _____

PICNIC TABLE FEE \$ _____

TOTAL FEE \$ _____

RECEIVED BY _____

DATE RECEIVED _____