



Palatine Park District Special Use Permit

The special use permit application must accompany a park or facility rental agreement form and be submitted with the rental agreement to the park or facility scheduling staff for review. The special use permit application will be forwarded to the office of the Executive Director for review and pending approval. The application must be filed with the Executive Director not less than fifteen (15) business days prior to the scheduled use. The review and pending approval will be determined within seven (7) days after formal filing or after approval by the Park Board of Commissioners where applicable. Special use permit applications will not be accepted in advance of rental reservations. Reservations for shelters are accepted beginning January 2 and pool rentals beginning March 1 of each calendar year. Facility and field reservations are generally accepted six months prior to the intended date of use. **Applicants for picnic shelter rentals must be at least twenty-one years of age and must provide a current photo ID including date of birth i.e. Driver's license, state ID for all Alcoholic Beverage permits.** Applications that are illegible or not fully completed will not be considered. In addition, any application found to be inaccurate or untruthful will be automatically denied. If such a determination is found after said use, the Park District may exercise its right to charge in full all applicable fees, process in full any security deposit and/or revoke any future privileges to use Park District parks, amenities and facilities.

Please indicate the Special Use Permits that you would like to be considered:

- Waiver of fees/deposit
- Fundraising event
- Serving alcoholic beverages
- Selling alcoholic beverages
- Amplified sound/music
- Use after posted hours of operation
- Assembly/protest/service gathering
- Display/exhibit on District property
- Overnight parking
- Parades or festivals
- Artificial lighting
- Other _____

Organization/Group _____

Rental Date _____

Contact Person _____

Time of Rental _____ to _____

Address _____

Facility/Park Requested _____

City _____

Event Type _____

State/Zip _____

Estimated # in attendance _____

Phone _____

E-Mail _____

I will indemnify and hold harmless the Palatine Park District from any and all claims, demands, actions, or suits arising out of or in connection with rental. I certify that the information I provided in this contract is correct to the best of my knowledge and I further understand that if any information is found to be false I may forfeit my fee and/or deposit. I, as the authorized renter, have read, understand and accept all of the information stated on this contract, in its entirety, and agree to abide by it.

Applicant
Signature _____

Date _____

Executive Director
Approval _____

Date _____