Palatine Park District
Special Use Permit

The special use permit application must accompany a park or facility rental agreement form and be submitted in addition to 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. 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.

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** _____

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

- □ Waiver of fees
- □ Fundraising event
- □ Serve/Sell alcoholic beverages* (Serve or Sell or Both circle one)
- □ Consume alcoholic beverages on Property*
- □ Amplified sound/music
- □ Use after posted hours of operation
- □ Assembly/protest
- □ Display/exhibit on District property
- □ Overnight parking
- □ Parades or festivals
- □ Other _____

***Only allowed at select Facilities**
****Please note commercial grade tents, inflatables and entertainment attractions are not allowed to be brought onto property for private events.**

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** _____