

☸ Schaumburg Park District
Park Usage Application

Contact: _____ Organization: _____

Contact Address: _____

City: _____ Zip: _____

Phone: _____ Fax: _____

Park Requested: _____ Area of Park: _____

Date Requested: _____ Time Requested: From _____ To _____

Activities Planned: _____

Number of Participants: _____ Email: _____

Will you be using special equipment (*porta potties, tents, catering, etc.*)? Yes No

If yes, describe: _____

Schaumburg Park District does not supply special equipment. You must request permission and obtain a certificate of insurance naming Schaumburg Park District as an additional insured to use special equipment on Park District property. The use of generators and other noisy equipment is prohibited. Electricity and water are not available at any of the parks.

ALCOHOL AND SMOKING ARE PROHIBITED AT ALL SCHAUMBURG PARK DISTRICT PARKS.

Cost for park rental: \$100/Resident; \$150/Non-resident; \$25/In-district Civic Groups. ***Payment due with application.***

Requests will be honored on a first come basis, depending on park and field availability. No reservations are taken by phone. ***Allow 1-2 weeks to process.*** You will be notified by phone if requested date is not available. You will receive a permit in the mail within two weeks.

Organization/Authorized Signature *Date*

Superintendent of Parks *Date* Approved Denied Fee \$ _____

Method of Payment: Cash Check Credit Card (*check one*): Visa MasterCard Discover American Express

Card #: _____ CVV #: _____ Exp. Date: _____
(3 digit number on back of card)

Name: _____ Signature: _____

(Print name as it appears on card)

Return completed form to Schaumburg Park District
235 E. Beech Drive, Schaumburg, IL 60193
Phone: ... 847/985-2115
Fax: 847/301-2629
Email: parkrentals@parkfun.com

Office Use Only
Amount Paid: \$ _____ Date: _____
Received By: _____
Mailed/Faxed Permit On: _____

Comments: