

OFFICE USE ONLY
Rental Number: _____
Routed to: _____
_____
_____

## Park & Picnic Permit Application

Permits must be submitted at least 14 days prior to requested date for groups of 10 or more.

Today's Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Organization: \_\_\_\_\_  
*(Person responsible) (\*Must provide a certificate of liability insurance.)*

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Day(s) and Date(s) requested: \_\_\_\_\_ Hours\*: \_\_\_\_\_ to \_\_\_\_\_  
*Park Ground Hours: 9:00 am to Dusk*

Type of Event: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Park Requested: \_\_\_\_\_ Field Requested: \_\_\_\_\_

Will there be an admittance fee to this event? Yes No

Permit Deposit (due Today): **\$100** \_\_\_\_\_

**\*Organization provided a certificate of liability insurance.**

Additional Fees (if applicable): \$ \_\_\_\_\_

Yes No

**PARK PERMIT RULES:** The individual or organization listed above understands the following:

1. Consumption of alcoholic beverages or products is prohibited on park district park grounds.
2. Permit Holder is responsible for any damage to park grounds.
3. Permit Holder assumes liability for all persons in attendance.
4. Permit Holder is responsible for cleaning up trash, decorations, food, etc. before leaving the park.
5. Permit Holder will vacate the park grounds at the hour approved or earlier.
6. All permits are contingent upon weather conditions. The park district reserves the right to cancel permits as necessary.
7. The Mundelein Park & Recreation District is not responsible for lost, stolen or damaged properties of the Permit Holder.
8. If you are an organization, using any MPRD Facility, you will be required to provide us with a \$1,000,000.00 Certificate of Liability Insurance, naming the Mundelein Park District as additionally insured on the policy.

I confirm that I have read, understand & signed the Rental Agreement, that the above information has been completed honestly and accurately, and further understand if any information is found not to be true, the rental event will be canceled by the Park District and my security deposit will be forfeited.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Approved:  Denied  Your Application was reviewed on \_\_\_\_\_

The Park District may retain part or the entire security deposit equivalent to the cost of cleanup and repair if necessary. The remaining amount will be refunded with 2 to 4 weeks of your event. The Park District reserves the right to set up further stipulations and to postpone, deny, or cancel the use of park grounds at any time if, in its opinion, such action is considered necessary in the best interest of the Mundelein Park District.

Director's Signature \_\_\_\_\_

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AUTHORIZATION	Approved    Denied    By Facility Supervisor: _____ Date: _____ Instructions: _____ _____ _____
PAYMENT	Deposit Amt: \$ _____ Date: _____ Cash: _____ Check#: _____ By: _____ Rental Amt: \$ _____ Credit Card:    Visa    MC    Disc    Amex    Auth # _____
STAFF REPORT	Employee Assigned: _____ Pre-rental Inspection Time of Arrival: _____ Time of Departure: _____ Condition of Facility Prior to Event: _____ _____ _____ Time of Arrival: _____ Time of Departure: _____ Condition of Facility After Event: _____ _____ _____ List Any Damages or Problems: _____ _____ _____ Signature of Employee: _____ Date: _____
DIRECTOR'S REVIEW	Amount of Deposit to be Refunded: _____ Director: _____ Date: _____ Comments: _____ _____ _____
REF PROCESS	Date Requested: _____ Requested by: _____ Amount: _____ Date Processed: _____ Processed by: _____ Date Mailed: _____ By: _____

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