



FREDERICK COUNTY DIVISION OF PARKS & RECREATION

355 Montevue Ln, Suite 100 • Frederick, MD 21702-8213

301-600-1646 • 301-600-2595 Fax

Permit #

SPECIAL REQUEST PERMIT APPLICATION

Return this document a minimum of **10 business days** prior to reservation unless otherwise requested.
Please email to: ParksandRecreation@FrederickCountyMD.gov

RESERVATION INFORMATION

Park / Facility: _____ Location in Park: _____
Event Date: _____ Number of People Expected): _____
Event Description: _____

CONTACT INFORMATION:

Contact Person: _____ Phone #: _____
City: _____ State: _____ Zip: _____ Email: _____
Company Name (if applicable): _____

SPECIAL REQUESTS: _____ _____ _____ _____

Services Requested from Parks and Recreation: _____

1. Are goods or food being sold during this activity? _____ Yes _____ No (If yes, a Sales Permit is required.)
2. Is a registration/materials/admission fee being charged (tournaments/fundraisers/5ks, etc.)? _____ Yes _____ No
(If YES, an Organizational Profile is required as well as a valid **Certificate of Insurance (COI)**)
3. Will alcohol be provided as part of the fee being charged? _____ Yes _____ No?
4. Is this a non-profit organization? _____ Yes _____ No?
5. Any signs, banners, posters, etc.? _____ Yes _____ No? (If YES, please provide description, location and amount)

Frederick County Parks and Recreation Use Only:

Reservationist	
Site/Manager (RH, FR, CC)	Park Ranger Supervisor
	Park Manager
Rec Superintendent	Park Superintendent

OFFICE OF DIVISION DIRECTOR

COMMENTS: APPROVED DENIED PENDING

Special Request Permit is valid: _____ Date: _____ Shelter Hours: _____
Signature: _____ Date: _____