

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

Complete Area in Box Only

Revised 9/2020

Name of person completing form: _____ Phone #: _____

Park or Facility Requested: _____ Location Within Park: _____

Nature of Event: _____

Name of Group: _____ Today's Date _____

Group Contact Person: _____ # People Expected: _____

Address: _____

City: _____ State: _____ Zip: _____ Email _____

Home Phone: _____ Work/Cell Phone: _____

Date of Event: _____ Time Beginning: _____ Ending: _____

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)

OFFICE USE ONLY:

Required Approval only if highlighted below: (Initial, Date, and Comment on Line)

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

Office of the Division Director

Approve
 Disapprove
 On-hold (Approve w/ contingencies)

Comments:

Signature: _____ **Date:** _____