

FREDERICK COUNTY DIVISION OF PARKS & RECREATION

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

301-600-1646 • 301-600-2595 Fax

SPECIAL REQUEST PERMIT

Complete Area in Box Only

Revised 1/2020

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)

Field Reservationist	Reservationist
Site/Manager (RH, FR, CC)	Parks Admin Coordinator
Recreation Specialist	Park Maintenance Supervisor
Recreation Supervisor	Park Ranger Supervisor
Recreation Manager	Park Manager
Rec Superintendent	Park Superintendent

Office of the Division Director

Approve
 Disapprove
 On-hold (Approve w/ contingencies)

Comments:

Signature: _____ **Date:** _____