



Application for Special Use Permit

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To be accepted your application with the required site plan must be completed and signed. Type or print information clearly and attach maps, layouts and additional information. Please use US mail or email to submit your application.

1. APPLICANT INFORMATION							
Organization/Individual							
Mailing Address		Street Address					
		City, State Zip					
Applicant Contact:		Name:			Secondary Contact	Name	
		Title:				Title:	
Phone:			Cell:			Phone:	
Cell:			Phone:			Cell:	
Email:				Email:			
Organization/Activity Website:							
Is Sponsoring Organization a 501(c)(3)? Yes <input type="checkbox"/> No <input type="checkbox"/>							
2. ACTIVITY INFORMATION							
Activity Name:							
Park(s) Requested:							
Event Dates: Indicate Date/Times OPEN to attendees				Hours: Open until Closing Each Day		Expected Daily Attendance:	
						Participants	Volunteers
Day 1	Day:	Date:	Start Time:	End Time:			
Day 2	Day:	Date:	Start Time:	End Time:			
Day 3	Day:	Date:	Start Time:	End Time:			
Day 4	Day:	Date:	Start Time:	End Time:			
Day 5	Day:	Date:	Start Time:	End Time:			
Day 6	Day:	Date:	Start Time:	End Time:			
Day 7	Day:	Date:	Start Time:	End Time:			
Activity Setup Starts:			Activity Take Down Complete:			Total Attendance: (Add all rows and columns)	
Start Day/Date:	Start Time:	End Day/Date:	End Time:				

3. ACTIVITY DETAILS

Activity Type:

Is this activity public?

Yes No

Please check all methods by which the activity is advertised:

TV Radio Online Billboards Posters Advance Ticket Sales
Other:

Activity Purpose/Description:

4. SITE PLAN

Required:

- Applications will not be accepted without a site plan. You must attach a clear and legible site plan or map with the following indicated:**
1. NORTH, indicated by a directional arrow symbol
 2. Name of park
 3. The overall Activity Area (include parking if appropriate) inside the park
 4. The location of all physical equipment being used
 5. Any other details you think are helpful
 6. Electrical plan if applicable

Activity Set up:

Describe the logistics and set up of your activity. Attach additional documents if necessary:

5. FEES & PROCEEDS

Admission/Participation Fee?

Yes No

Amount?

\$

6. AMPLIFIED SOUND/MUSIC

Does your activity have any amplified sound?

Yes No

What times are you requesting amplified sound?

Start: End:

Is electricity required?

Yes No

7. INSURANCE

Evidence of insurance must be provided to the Sterling Park District no later than thirty (30) days prior to the commencement of the event. **Park Use Permits will not be issued until all insurance requirements have been received, verified and approved. Insurance requirements will be made available at time of permit request.**

8. PAYMENT

Completed by Park District

Deposit Required

Yes No

Amount:

\$

Paid

Yes No

Permit Fee Required

Yes No

Amount:

\$

Paid

Yes No

9. SIGNATURE

I certify that the information that I have provided on this application is true and accurate to the best of my knowledge. If the activity plans change, I will submit a revised application or additional information accordingly.

All information contained in the application is subject to public disclosure.

Applicant Signature

Date

Applicant Printed Name

10. APPROVAL/DENIAL

Completed by Park District

Date Received

Approved Denied

Reason for Denial:

Park District's Signature

Date

Print Name



Special Use Permit Information

Permit Application Process

Requests for a permit application may be made in person, via telephone, email or letter. The application form may be downloaded via the SPD website. Please allow at least two (2) business days for processing. SPD contact information is:

Sterling Park District
1913 3rd Avenue
PO BOX 958
Sterling, IL 61081

Telephone: (815) 622-2264
Email: mgassman@sterlingparks.org
Website: www.sterlingparks.org

Permit

Once an application has been received and processed, a Special Use Permit will be prepared and mailed to you for signature. Upon receipt, please review, sign and return the permit to the SPD Business Office for execution. After the permit is executed, a signed copy of the permit will be forwarded to you. The approved, signed permit copy must be in your possession at the time of the activity.

Terms and Conditions

1. The activity must not conflict with any scheduled SPD function or program.
2. Although any park may be chosen for the activity, the SPD will designate/approve the specific area within each park.
3. Permits are issued for not longer than a seven day period.
4. The permit may require the payment of cost recovery charges and proof of insurance naming the SPD as additionally insured.
5. Depending upon the event/activity, the permit may require a refundable deposit that would be returned if all SPD's terms and conditions are adhered to.
6. The SPD reserves the right to revoke the permit at any time in the interest of public safety, public health and general welfare.
7. The permit holder shall comply with any instructions from the designated representative from the SPD.
8. The area used by the permit holder will be left in the same condition as found.
9. No structure larger than 100 square feet, including tents and portable pavilions may be erected or brought onto SPD property.
10. No items may be attached to SPD property (fences, trees, trash receptacles, etc.).
11. Generators will not be used
12. Any public address system, blow-horn, etc. being used will be adjusted to accommodate only those in the immediate area.
13. The permit holder shall avoid language which implies any official connection to the SPD.
14. It is prohibited for anyone engaged in activities covered under this permit to obstruct or impede pedestrians or vehicles, approach or harass park visitors or misrepresent their purposes.
15. The activity shall not unreasonably interfere with or detract from the general public environment of the park nor shall it unreasonably interfere or detract from the promotion of public health.

16. The activity shall not unreasonably anticipate inciting violence, crime or disorderly conduct and will not entail unusual, extraordinary or burdensome expense by the SPD.
17. The permit holder agrees to maintain public access in the area.
18. The permit holder shall be bound by all other park rules, regulations and applicable ordinances.
19. The permit holder shall be required to indemnify and hold harmless the SPD's officers and employees from liability arising out of such permitted activities before issuance of a permit.
20. Failure to comply with the provisions of the permit will result in its immediate revocation.