



Batavia
Park District

Special Use Permit Application

The Special Use Permit application must accompany a park or facility rental agreement form and be submitted to the Facilities Supervisor for review. The application will then be forwarded to the Executive Director for approval. The application must be submitted at least 10 days prior to the requested date of use. The review and pending approval shall be determined within one week of filing. The Special Use Permit may not be submitted more than 6 months prior to requested date. Applications that are not fully completed or illegible will not be considered. In addition, a request will be denied if information within the application is found to be false or inaccurate. If such a determination is made after the use date, the District shall exercise the right to charge in full all applicable fees, process in full any security deposits, and/or revoke any future privileges to use District parks, amenities, and facilities.

Please indicate the Special Use Permit you would like to be considered:

- Fundraising event
- Serving alcoholic beverages
- Amplified sound/music
- Use after posted hours of operation
- Parades or festivals
- Display/exhibit on District property
- Overnight parking
- Artificial lighting
- Assembly/protest/service gathering
- Other: _____

Organization/Group _____ **Contact Person** _____

Address _____ **City** _____ **State/Zip** _____

Phone _____ **Email** _____

Rental Date _____ **Time of Rental** _____

Facility/Park Requested _____ **Event Type** _____

Estimated Attendance _____

I shall indemnify and hold harmless the Batavia Park District from any and all claims, demands, actions, or suits arising out of or in connection with rental. I certify that the information I provided in this contract is correct to the best of my knowledge, and I further understand that if any information is found to be false, I may forfeit my fee and/or deposit. I, as the authorized renter, have read, understand, and accept all of the information stated in this contract, in its entirety, and agree to abide by it.

Applicant signature _____ **Date** _____

Executive Director Approval _____ **Date** _____