



APPLICATION INFORMATION

NAME OF APPLICANT/ORGANIZATION		TODAY'S DATE
STREET ADDRESS		
CITY	STATE	ZIP CODE
PHONE #	EMAIL	

PERMIT REQUEST

DATE OF EVENT	EVENT START TIME	EVENT END TIME	ESTIMATED ATTENDANCE
TYPE OF EVENT	SET-UP TIME	CLEAN-UP TIME	TOTAL HOURS REQUESTED

By signing below, I agree to follow ALL Park District Rules & Regulations Governing the Use of the Social Room and recognized that I am responsible for the actions of myself and my guests. Should I or my guest fail to follow Park District rules and guidelines outlined in the permit agreement, and perform adequate clean-up, or if damage occurs to Park District property, I understand that I will be billed at the full cost of overhead for cleanup and repair. In addition, such failure may result in the denial of future approval for a social room permit and refund revoked. ALL FEES ARE DUE UPON SIGNING THE PERMIT.

SOCIAL ROOM RULES & REGULATIONS

A \$10.00 NON-REFUNDABLE ADMINISTRATIVE FEE IS DUE UPON BOOKING THE SOCIAL ROOM. AN HOURLY FEE IS ALSO DUE UPON BOOKING EVENT AT THE FOLLOW RATE:  
RESIDENTS \$75.00 PER HOUR NON-RESIDENTS \$100.00 PER HOUR  
(PLEASE NOTE THAT SETUP TIME AND CLEANUP TIME WILL NEED TO BE CALCULATED WHEN DETERMINING THE TOTAL HOURS REQUESTED)

1. SOCIAL ROOM PERMIT REQUESTS OVER SEVENTY-FIVE (75) PERSONS SHALL NOT BE GRANTED.
2. ALCOHOL IS PROHIBITED ON ALL CHICAGO HEIGHTS PARK DISTRICT PROPERTY.
3. WEDDING RECEPTIONS ARE NOT ALLOWED.
4. DJS, AMPLIFIERS, STEREO EQUIPMENTS, LIVE BAND, OR OTHER AUDIO/VIDEO DEVICES ARE NOT ALLOWED.
5. RENTALS DO NOT INCLUDE THE USE OF ANY OTHER PART OF THE RECREATION CENTER BUILDING. (YOUR GUESTS MUST REMAIN IN YOUR DESIGNATED AREA)

6. ANY PERMIT CANCELLED OR UNUSED FOR ANY REASON WITHIN 10 WORKING DAYS OF EVENT SHALL NOT BE ELIGIBLE FOR REFUND OR CREDIT

PERMIT HOLDER SIGNATURE: \_\_\_\_\_

SUPERINTENDENT SIGNATURE: \_\_\_\_\_

PAYMENT INFORMATION (FOR OFFICE USE)

Admin Fee	\$ _____	Credit <input type="checkbox"/>	Cash <input type="checkbox"/>	Receipt # _____
Rental Fee	\$ _____			
Total Amount Due	\$ _____			Staff Initials _____