

Date Received: \_\_\_\_\_

## Facility Rental Application

Please complete this form to apply for a Facility Rental Contract or Park Permit from the Rolling Meadows Park District. This form is not a contract, this is only an inquiry. A Park District representative will contact you within 1-2 business days from the date received. You may also fill this form out online at <http://rmparks.org/rental-inquiry-form>. Thank you for your interest in renting from the Rolling Meadows Park District!

Contract Holders Name: \_\_\_\_\_

Contract Holders Address: \_\_\_\_\_

Contract Holders Phone: \_\_\_\_\_

Contract Holders Email: \_\_\_\_\_

Additional Contact (Optional): \_\_\_\_\_

Additional Contact Phone (Optional): \_\_\_\_\_

Additional Contacts Email (Optional): \_\_\_\_\_

Facility/Room(s) requested: \_\_\_\_\_

Date of event: \_\_\_\_\_ Estimated number of guests: \_\_\_\_\_ Alcohol: Yes / No

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Setup Time Needed: \_\_\_\_\_ Cleanup Time Needed: \_\_\_\_\_

Type of event: \_\_\_\_\_

Picnic Permits Only: \_\_\_\_\_ Kimball Hill Bonfire Pit: Yes / No Inflatable Bounce House: Yes / No

Additional Comments (Optional): \_\_\_\_\_

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Please return this form to the Rolling Meadows Community Center, 3705 Pheasant Drive, Rolling Meadows, IL 60008, fax to (847) 818-3207 or email to [rentals@rmparks.org](mailto:rentals@rmparks.org).