

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: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

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

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

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

Date of event: \_\_\_\_\_ Estimated number of guests: \_\_\_\_\_

Alcohol: Yes / No      Live Band/DJ: Yes / No (No live music or DJ's allowed at the parks)

Event Start Time – Including Set Up: \_\_\_\_\_

Event End Time – Including Clean Up: \_\_\_\_\_

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

Kimball Hill Bonfire Pit: Yes / No

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

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).