



FREDERICK COUNTY DIVISION OF PARKS & RECREATION

355 Montevue Ln, Suite 100 • Frederick, MD 21702-8213
301-600-1646 • 301-600-2595 Fax

Permit #

SPECIAL REQUEST PERMIT APPLICATION

Return this document a minimum of 10 business days prior to reservation unless otherwise requested.
Please email to: ParksandRecreation@FrederickCountyMD.gov

RESERVATION INFORMATION

Park / Facility: Location in Park:
Event Date: Number of People Expected):
Event Description:

CONTACT INFORMATION:

Contact Person: Phone #:
City: State: Zip: Email:
Company Name (if applicable):

SPECIAL REQUESTS:

Services Requested from Parks and Recreation:

- 1. Are goods or food being sold during this activity? Yes No (If yes, a Sales Permit is required.)
2. Is a registration/materials/admission fee being charged (tournaments/fundraisers/5ks, etc.)? Yes No
3. Will alcohol be provided as part of the fee being charged? Yes No?
4. Is this a non-profit organization? Yes No?
5. Any signs, banners, posters, etc.? Yes No? (If YES, please provide description, location and amount)

Frederick County Parks and Recreation Use Only:

Table with 2 columns: Reservationist, Site/Manager (RH, FR, CC), Rec Superintendent, Park Ranger Supervisor, Park Manager, Park Superintendent

OFFICE OF DIVISION DIRECTOR

COMMENTS: [X] APPROVED [] DENIED [] PENDING

Special Request Permit is valid: Date: Shelter Hours:

Signature: Date: