



Maple Grove Parks and Recreation Board
12951 Weaver Lake Rd., Maple Grove, MN 55369-9409
763-494-6507 or 763-494-6500, option 1,0

SPECIAL USE PERMIT

USER INFORMATION

Name/Organization: _____
 Address: _____
 Home Phone: _____ Work/Cell Phone: _____
 Fax Number: _____ Email: _____

EVENT INFORMATION

Day/Date of Event: _____
 Purpose: _____
 Location of Event: _____
 Total Estimated Attendance: _____
 Start and End Time of Event: _____
 Start and End Time Including Setup and Cleanup: _____

√	SPECIAL USE CHECK LIST	REQUIREMENTS
	Items brought on site (tents, tables, chairs, etc.)	Site plan, may need a fire permit
	Animals for show or rides	Site plan, certificate of insurance
	Use of motorized vehicles	Certificate of insurance, very limit use allowed
	Selling non-edible items or raffle tickets	Cert. of insurance, Board approval, follow gaming regulations
	Selling edible items	Cert. of insurance, Board approval, food license
	Serving/selling alcoholic beverages	Very limited use allowed – see staff for details
	Use of auxiliary power (generator)	Site plan, must be blocked from public access
	Use of inflatables/rides/climbing wall	Site plan, cert. of insurance, may need security
	Gas grill or charcoal grill brought to site	Site plan, must be on hard surface
	Use of athletic facilities/shelter building	Key checkout, needs review by Program Specialist -
	Use of trail/open space	Needs review by Park Superintendent
	Amplified sound or music	Must not be audible off park property

Other requests: Define, may need site plan

PERMIT HOLDER AGREEMENT

As the official designee of the authorized user, I hereby pledge to conform to all the ordinances, regulations and policies established by the Parks and Recreation Board governing the use of all parks and recreation facilities and accept full responsibility for any damage done by those I represent.

Permit Holder Signature: _____ Date: _____

OFFICE INFORMATION

Deposit: _____ Fee: _____ Date reservation confirmed: _____
 Reservation Signature/Date: _____ Superintendent Signature/Date: _____