



Reservations: Special Use Permits

The Rockford Park District is committed to helping people enjoy life! Refer to the questions below which will assist in planning a safe and successful event. If you have additional questions, contact Customer Service at (815) 987-8800.

BEFORE RESERVATION

When do I need a special use permit?

Special use permits are required for any person wishing to use Rockford Park District property for purposes other than a picnic, requests which exceed shelter capacity, amplification or use of speakers for speaking or music, live entertainment, equipment items requested to come onto property (NOTE: bounce houses don't require a SUP, however standard administrative fees do apply), organized activities, events which are open to the public, weddings, and for reservations made during the off season (October 15 - April 15). Requests can be submitted after January 2 of the year in which the event will take place. All requests are taken on a first come, first serve basis. TO OBTAIN A SPECIAL USE PERMIT PLEASE CONTACT THE COMMUNITY SUPPORT EVENT COORDINATOR AT 815-987-1697. *** Water bounce houses, water balloons, dunk tanks, horses, animal rentals, and petting zoos are not permitted. WE DO NOT GUARANTEE WATER AT OUR SHELTERS BEFORE APRIL 15TH OR AFTER OCTOBER 15TH DUE TO THE CHANCE FOR FREEZING.

I've never had to get a special use permit before. Why do I need one now?

New policies are created on a yearly basis. During the reservation process, questions will be asked to determine if a special use permit will be required for your event. We appreciate your cooperation in obtaining the proper permit for your event if it hasn't been obtained in the past.

What do I need to do to obtain a special use permit?

Reservations can be taken by customer service at 815-987-8800. If a special use permit is required at the time of the reservation you will be referred to the Community Recreation/Support Services department. Please note: General permit applications must be submitted two weeks prior to the date of the event. Community Event applications (i.e. open to the general public) must be submitted two months prior to the date of the event. Applications received after the deadline will result in an administrative late fee. Please contact Customer Service to inquire about current permit fees.

What is needed after a special use permit has been issued?

Full payment, signed permit, copies of food handling/ other permits, and proper insurance coverage/documentation associated with the issuance of the permit must be submitted at least two weeks prior to the event date. Nonsubmission of these documents by the deadline will indicate that services are no longer needed and the reservation will be cancelled unless other arrangements have been made.

What is a certificate of insurance?

A certificate of insurance is a document used to provide information on specific insurance coverage. The certificate provides verification of insurance and usually contains information on types and limits of coverage, insurance company, policy number, named insured, and the policy's effective periods.

When is a certificate of insurance required?

A certificate of insurance is required for high risk activities along with events that are open to the general public.

How can I obtain a certificate of insurance?

A certificate can be obtained through private insurance companies. The Rockford Park District can also assist in obtaining an insurance quote.

What if I choose not to get a special use permit?

The special use permit is required to ensure your event is as safe and successful as possible. In the event that a special use permit is not obtained for your event, we reserve the right to revoke use of such items, and you will be responsible for any fines that may result due to ordinances.

AMENITIES INFORMATION

Is amplification of sound allowed at any shelter/park area?

There are specific shelters/park areas which allow amplification. Currently, these areas include Blackhawk, Levings, Page, and Olson Parks.

Can I serve food at my event?

Yes; by providing a \$1 million Certificate of Insurance listing the Rockford Park District as additionally insured, proof of auto and workers compensation coverage, a copy of your food sanitation license, and a copy of Winnebago County Health Department permit.

Can I have a staked tent at my event?

Yes; items staked into turf more than one inch into the surface will need to be J.U.L.I.E.'D 48 hours before the event. Please contact J.U.L.I.E. directly for this free service at 1-800-892-0123.

Can I have a raffle at my event?

Yes; a permit may need to be obtained from the Winnebago County Clerk's office. Please contact them directly for verification at 815-319-4250.

REFUND POLICY/WEATHER

What is the refund policy for special use permits?


We understand that for reasons beyond your control, you may wish to cancel your special use permit and request a refund. The refund policy for special use permits is as follows:

- 1) After permit is issued, a refund is available up to 14 days before the reserved date.
- 2) Rain-out dates cannot be refunded. However, a second date can be reserved without charge if applied for within 48 hours after the rain date.

CONCERNS? 815-987-8800, 24-hr service line
(follow prompts to speak to a manager);
rockfordparkdistrict.org



ROCKFORD PARK DISTRICT
rockfordparkdistrict.org | 815-987-8800

 We welcome the opportunity to assist guests with disabilities. For assistance and more information on accessibility, please call our Customer Service number listed above.

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