



Anoka County Parks and Recreation

550 Bunker Lake Boulevard NW, Andover, MN 55304

**SPECIAL USE PERMIT REQUEST FORM**

Today's Date: \_\_\_\_\_ Date of Event: \_\_\_\_\_ Park: \_\_\_\_\_

Pavilion/Shelter/Meeting Room Number or Name: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: Home: (\_\_\_\_) \_\_\_\_\_ Work: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Number of People Attending your Event: \_\_\_\_\_

Requested Special Use Activity (please describe special activity requested and location of activity as it relates to reserved shelter / pavilion / meeting room): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specific Time Special Use Activity Will Take Place in Park: \_\_\_\_\_

Indicate Additional Set-Up and Take-Down Time (if beyond reservation hours): \_\_\_\_\_

Does Activity Require Electric Hook-Up? Yes \_\_\_ No \_\_\_ How many? \_\_\_\_\_ Does Activity Require Water Hook Up? Yes \_\_\_ No \_\_\_

**For Office Use**

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved

**Additional Fees**

- \_\_\_\_\_ Tent [\$25]
- \_\_\_\_\_ Maintenance Fees [\$25 / hour]
- \_\_\_\_\_ Other

**Approved by:**

Title:

Date:

Revised 7/25/07 dhs, Revised 8/2/07 md, Revised 10/18/07 md

OPEN SPACES IN NEARBY PLACES