



## RENTAL REQUEST FORM

**THIS FORM IS NOT A CONTRACT AND DOES NOT GUARANTEE THE RESERVATION OF ANY FACILITY, FIELD OR PARTY!**

Please complete (print legibly) & return this form to the Prairie View Community Center at 6834 Dempster St, Morton Grove IL 60053 or fax to 847-965-4115.

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Date: 1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ Time: \_\_\_\_\_

Reason for Rental: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

### Request for Fieldhouse, Harrer Pavilion or Prairie View Community Center Rental

\_\_\_\_ National \_\_\_\_ Austin \_\_\_\_ Mansfield \_\_\_\_ Oketo \_\_\_\_ Harrer Park Shelter \_\_\_\_ Palm Room  
\_\_\_\_ Prairie View Community Room \_\_\_\_ Prairie View Activity Room

For more information contact Liz Manning at [lmanning@mgparks.com](mailto:lmanning@mgparks.com)

### Request for Fields and PVCC Gym (must be made at least 72 hours in advance)

\_\_\_\_ Soccer Field \_\_\_\_ Baseball Field \_\_\_\_ Softball Field \_\_\_\_ PVCC Gym

For more information contact Elizabeth McCann at [emmccann@mgparks.com](mailto:emmccann@mgparks.com)

### Birthday Party Package Request

Theme: \_\_\_\_\_ Name and Age of Child: \_\_\_\_\_

Number of Children: \_\_\_\_\_

Special Requests for Cake: \_\_\_\_\_

For more information contact Jeanette McNichols at [jmcnichols@mgparks.com](mailto:jmcnichols@mgparks.com)

### Oriole Pool or Harrer Pool Rentals in Season

Date Requested \_\_\_\_\_ Pool Requested \_\_\_\_\_

For more information and available times contact Jeanette McNichols @

[jmcnichols@mgparks.com](mailto:jmcnichols@mgparks.com)

A supervisor will contact you by email or phone within 3 business days please. If you do not hear from us within that time frame, call 847-965-1200 and speak to the supervisor listed to insure your request was received. You may also email your request with all the information to the listed contact.