

A Special Use Permit is required for all commercial groups (regardless of size) and all non-commercial groups of 20 or more people when using a park or trail facility. Fees for permit, use, and facility may apply. Call 815-478-3324 to arrange for a Special Use Permit.

Non-commercial Groups

Non-commercial and non-profit groups include 501(c) 3 organizations, governments, schools, churches, and non-profit organizations defined under other sections of IRS Code and groups that do not meet the definition of commercial or for-profit organization. Non-commercial groups with 20 people or more each visit do need a Special Use Permit. Call 815-478-3324 to arrange for a Special Use Permit.

Commercial Groups

Commercial and for-profit groups or individuals are defined as entities that are required to file an annual tax return or include income in a personal income tax return for the activity they conduct in the parks. Examples of Commercial Groups include fitness trainers and organized groups and classes through a commercial business.

Commercial Photography

- Commercial photography on park property requires a permit which must be purchased in advance. If stolen or lost there is a \$5.00 fee for replacement.
- Participants may not climb on, move, or alter anything within the park.
- Sessions may not interfere with any other park programming, events, repairs or projects.
- Photo shoots may be restricted to specific areas of the park.
- Public areas may not be obstructed during the session.

You **MUST** have permit with you at all times. If on property without a permit you will be ask to leave the premises. If you return to the premises without a permit it will be considered trespassing and the police will be called.

You do not have access to the property if **CLOSED** it will be trespassing and the police will be called.

Major Film, Advertisement, and Product Photography require a permit. Please contact the Executive Directors office 815-478-3324 for information or e-mail mpd1@manhattanparkdistrict.com.

Commercial Portrait Photographers can purchase an annual or daily permit. The fees associated with these permits are **In District**- \$20 per day and \$250 for annual permit and **Out of District**- \$40 per day and \$500 for annual permit. Permits can be purchased through the Registration office by calling 815-478-3324 or on-line at www.manhattanparkdistrict.com. (ALL PERMITS MUST BE PICKED UP IN PERSON. WILL MAIL UPON REQUEST)

Daily / Annual permits can be purchased at this location: (No Refunds)

Hansen Community Center
397 South State Street
Manhattan, IL 60442

Revised cost 01/04/2017 per Board