



UNION SQUARE PARK PERMIT APPLICATION PROCESS

Union Square Park usage is coordinated through the Abraham Lincoln Presidential Library and Museum (ALPLM). Please read our park policies and permit application process *before* submitting your permit application.

1. Events of 15 or more people are required to secure a park permit.
2. Please be sure to complete all sections of the application. All proposed activities are subject to the approval of the ALPLM.
3. Submittal of an application does not grant you a permit; all applications are subject to review.
4. The ALPLM grants a permit to use park space on a first-come, first-serve basis. The ALPLM will not consider your submittal without a completed application.
5. Upon receiving your application, the ALPLM will contact you to inform you of the status of your application. You will be informed of any additional documentation requirements. The ALPLM reserves the right to require additional information or documentation regarding the applicant, applicant's company, sponsoring company, organization, co-sponsors, participants, activities or itself. Moreover, the ALPLM may postpone approval of park use permits until receipt of additional requested information or documentation. Failure to submit additional information in a timely fashion may be cause for denial of a permit.
6. The application must be submitted at least 30 days in advance of the event date.
7. Once all requirements have been fulfilled including receipt of all documents a Park Permit will be issued. Park permits are non-transferable, and a copy of the permit (email) must be present on-site for inspection.
8. Due to maintenance and staffing issues, some dates and times may be unavailable. Applicants will be notified if this is the case.

Please direct questions to:

ALPLM.UnionSquareParkPermits@illinois.gov

217-558-8844

If you are requesting the use of the sidewalk or street surrounding Union Square Park, you will need to contact the City of Springfield at 217-789-2216 and request a separate permit.