



Hollis Park District  
Parks and Recreational Services

Hollis Park District  
9424 S Mapleton Rd  
Mapleton, IL 61547 (309) 697-2944  
Illinois Freedom of Information Act (FOIA) Request Form

1. Complete the following fields. **Please Print**

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

Address:

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

2. Pursuant to 5 ILCS 1401/ et seq., "Freedom of Information Act, "I request the following public record(s) from the Hollis Park District:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note:** There is no charge for the first electronic or email copies. **There is a \$0.25 charge for black and white letter paper copies.**

4. How would you prefer to receive the requested documents? (**check one**) Mail\_\_\_\_ Email\_\_\_\_

5. The purpose of this request is for (**check one**): \_\_\_\_ Personal Use \_\_\_\_ Commercial Use

*It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c). If you are requesting that the public body waive any fees for copying the documents, you must attach a statement for the purpose for the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety and welfare or legal rights of the general public 5 ILCS 140/6(c).*

**Important:**

- The Hollis Park District has five (5) business days to respond to non-commercial requests, unless cause for a time extension is cited by the Park District pursuant to 5 ILCS 140/3(d).
- Please retain a copy of this request for your files, if you need to file a review, you will need to submit a copy of your request.

Requestor's Signature: \_\_\_\_\_

**For Office Use Only**

Receiving Agent: \_\_\_\_\_ Request Received: \_\_\_\_\_ (Date/Time)

Response Period Expires: \_\_\_\_\_ (Date/Time) Notes: \_\_\_\_\_