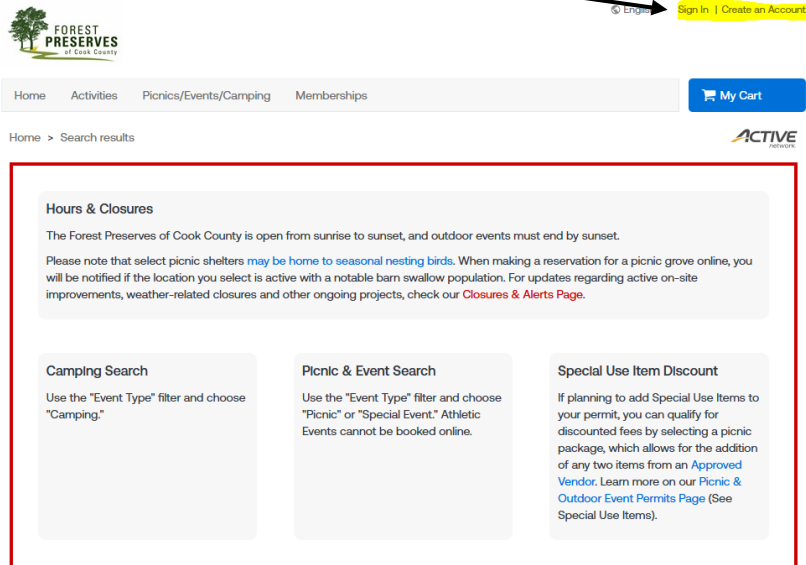


How to Book a Picnic Permit Online

1. Follow this link: [Permit Reservation Link](#)
2. Sign In or Create an Account



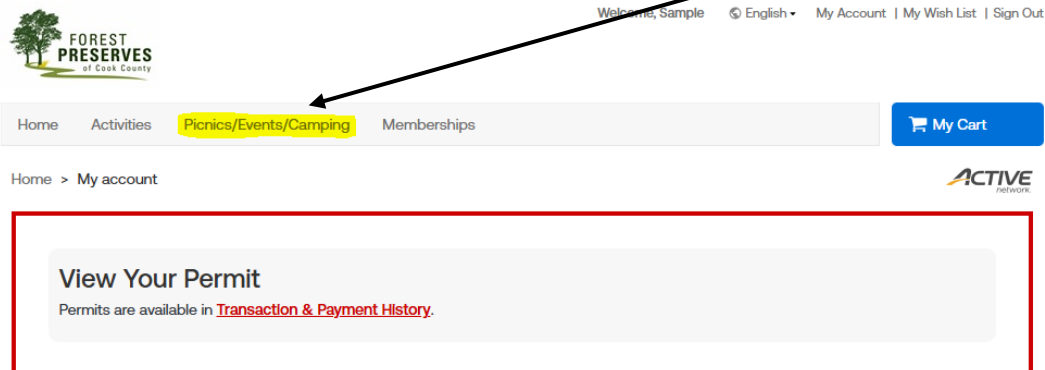
Resource Search

Search for locations or facilities to reserve

Search

Date and time ▾ Attendee ▾ Facility type ▾ 2 Event types ▾ Amenity ▾ Reset all

3. Once signed in, click on “Picnics/Event/Camping”



Account Options for Sample Customer

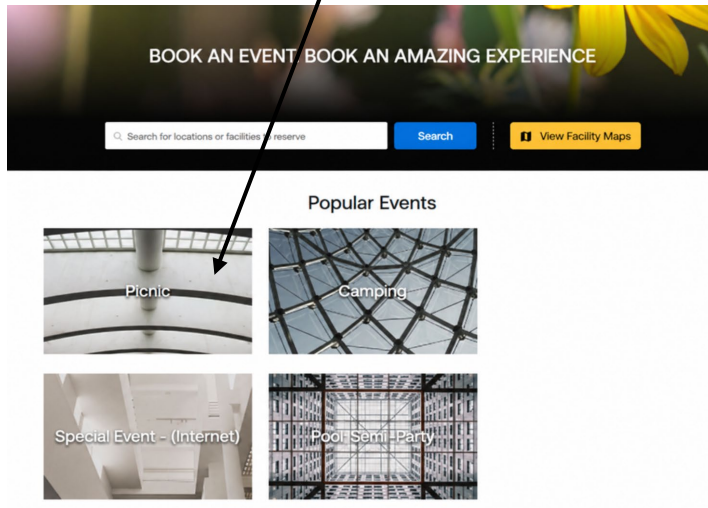
 **Sample Customer** [Edit](#)

Birth date: Nov 30, 1914
536 N Harlem Ave River Forest, IL 60305

[Password And Security Info](#) [Waivers](#)

Balance	
Credit on account	\$0.00
View credit details	
Current balance	\$0.00
Due now	\$0.00
Pay On Account	

4. Select “Picnic”



5. In the “Resource Search” bar, type in name of preserve and select the desired picnic grove.

Resource Search

Search for: Schiller

Search

Date and time Attendee Facility type Event type Amenity Reset all

Found 12 matching result(s) Sort by: Name ascending

Facility
Schiller 01- No Shelter
Small Grove-No Shelter
Schiller Woods 100 Reserve by rental block
[Check on center map](#)

Facility
Schiller 02- Shelter
Small Grove-Shelter
Schiller Woods 150 Reserve by rental block
[Check on center map](#)

Facility
Schiller 03- No Shelter
Small Grove-No Shelter
Schiller Woods 150 Reserve by rental block
[Check on center map](#)

6. In the Facility openings calendar, click on your desired date.

Facility openings calendar

Today < Nov 2026 >

S	M	T	W	T	F	S
1 7:00 AM - 4:30 PM 2 More	2 7:00 AM - 4:30 PM 2 More	3 7:00 AM - 4:30 PM 2 More	4 7:00 AM - 4:30 PM 2 More	5 7:00 AM - 4:30 PM 2 More	6 7:00 AM - 4:30 PM 2 More	7 7:00 AM - 4:30 PM 2 More
8 7:00 AM - 4:30 PM 2 More	9 7:00 AM - 4:30 PM 2 More	10 7:00 AM - 4:30 PM 2 More	11 7:00 AM - 4:30 PM 2 More	12 7:00 AM - 4:30 PM 2 More	13 7:00 AM - 4:30 PM 2 More	14 7:00 AM - 4:30 PM 2 More
15 7:00 AM - 4:30 PM 2 More	16 7:00 AM - 4:30 PM 2 More	17 7:00 AM - 4:30 PM 2 More	18 7:00 AM - 4:30 PM 2 More	19 7:00 AM - 4:30 PM 2 More	20 7:00 AM - 4:30 PM 2 More	21 7:00 AM - 4:30 PM 2 More
22 7:00 AM - 4:30 PM 2 More	23 7:00 AM - 4:30 PM 2 More	24 7:00 AM - 4:30 PM 2 More	25 7:00 AM - 4:30 PM 2 More	26 7:00 AM - 4:30 PM 2 More	27 7:00 AM - 4:30 PM 2 More	28 7:00 AM - 4:30 PM 2 More
29 7:00 AM - 4:30 PM 2 More	30 7:00 AM - 4:30 PM 2 More	1 7:00 AM - 4:30 PM 2 More	2 7:00 AM - 4:30 PM 2 More	3 7:00 AM - 4:30 PM 2 More	4 7:00 AM - 4:30 PM 2 More	5 7:00 AM - 4:30 PM 2 More

7. Click on “Apply”

Select your event dates

< Nov 2026 >

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Time slots

7:00 AM - 4:30 PM

Search

Nov 14, 2026, 7:00 AM to 4:30 PM

Reset Apply

8. Set number of attendees (minimum of 100 even if party is less than 100 people), click on “Proceed.”

Who are you reserving for?

Sample Customer

Number of attendees

100

Requires 100-150 attendees

Date

Nov 14, 2026, 7:00 AM to 4:30 PM

+ Add new date and time

Proceed

9. Complete the Event details and select “Picnic” as the event type.

Event details

Who are you reserving for? *

Sample Customer

Event name *

Birthday Party

Event type * ⓘ

Picnic

10. Complete Custom questions (be specific with number of attendees here)

Custom questions

* Provide estimated attendance; include participants, spectators, staff, and children.

75

* Provide a detailed description of your event:

Birthday party with food and games

* Will the applicant be onsite and serve as a contact on the day of event?

Yes

Are you requesting this permit on behalf of an organization?

No

* Will your event be publicly advertised? (If yes you may be an event and must contact the permit department)

No

* List the start and end time for your event (excluding set-up/teardown).

11am-4pm

* Will your event feature vendors selling alcohol, special use, food, merchandise or advertising products/services?

No

List name of approved vendor(s) providing special use items (if any):

TBD

11. Read then check the Waiver and information boxes, then click “Add to cart.”

Are you requesting this permit on behalf of an organization?

No

* Will your event be publicly advertised? (If yes you may be an event and must contact the permit department)

No

* List the start and end time for your event (excluding set-up/teardown).

11am-4pm

* Will your event feature vendors selling alcohol, special use, food, merchandise or advertising products/services?

No

List name of approved vendor(s) providing special use items (if any):

TBD

Birthday Party

Schiller 03- No Shelter	1 booking
	\$64.00

Fee summary

Subtotal	\$64.00
Tax	\$0.00
Total	\$64.00

Add to cart

Add another resource

Waiver and information

Please read the following waivers and agreements carefully. They include releases of liability and waiver of legal rights, and deprive you of the ability to sue certain parties. By agreeing electronically, you acknowledge that you have both read and understood all text presented to you as part of the checkout process.

- ☒ * I have read and agree to Permit Change Form([Attachment](#)).
- ☒ * I have read and agree to FPCC Rules & Regulations([Attachment](#)).
- ☒ * I have read and agree to Special Use ([Attachment](#)).

12. Confirm your information, check the waiver box, then click on “Check out.”

Shopping Cart

Confirm Your Information

Before checking out, click the down arrow next to your purchase total to view and confirm your date and location.

Sample Customer SC

1 item, \$64.00 in total.

Birthday Party

RESERVATION

1 Resource(s): Schiller 03- No Shelter

Number of booking(s): 1

\$64.00 ▼

Order Summary

Subtotal \$64.00

Due Now \$64.00

Check out

Waiver

* Required fields

Please read the following waivers and agreements carefully. They include releases of liability and waiver of legal rights, and deprive you of the ability to sue certain parties. By agreeing electronically, you acknowledge that you have both read and understood all text presented to you as part of the checkout process.

☒ * I have read and agree to [Reservation Waiver](#).

13. Add payment method then click “Pay”

Check Out

Payment Information

Payment Method

* Required fields

ACT* ForestPreservesCC or Active Network will show up on your credit card statement for this payment.

We accept the following card types:

VISA

MasterCard

AMEX

DISCOVER

Diners Club International

JCB

Name on card *

Card number *

Expiration date *

Month / Year

CVV/CVC *

You can find your 3 or 4 digit security (CVV/CVC) code on your credit card.

☐ Store this card for future use

[Saving Credit Card Security Guarantee ▼](#)

Order Summary

Subtotal \$64.00

Due Now \$64.00

Gift Card

Apply

Pay

14. Once paid, you can view, download and/or print your permit or receipt on your account page by clicking on “Transaction and Payment History.”

Home > My account ACTIVE

View Your Permit

Permits are available in **Transaction & Payment History**

Account Options for Sample Customer



Sample Customer [Edit](#)

Birth date: Nov 30, 1914
536 N Harlem Ave River Forest, IL 60305

[Password And Security Info](#) [Waivers](#)

Balance

Credit on account	\$0.00
View credit details	
Current balance	\$0.00
Due now	\$0.00

[Pay On Account](#)

Customer's family

- Sample Customer
 - Head of Household**
 - Birth date: Nov 30, 1914
 - Role: Family Member
 - [Manage Family Member](#)
 - [View Family Members Schedule](#)

Payment and Order Management

[Change Auto-Charge Payments](#)

[Gift Card List](#)

[Saved Credit Cards](#)

Transaction and Payment History

15. In the example below, No. 1018511.183 is the receipt and R91468 is the permit. Once clicked on, each will open.

[Picnics/Events/Camping](#)

Permit \$0.00

No. 1018511.183

Permit: R91468

Created Permits #R91468

 Oct 8, 2026 11:19 AM  Sample Customer