



# FACILITY USE PERMIT APPLICATION

### ATTENTION

Completing this application does not guarantee your reservation. A non-refundable \$10 fee is due at time of booking to process your request. Your balance must be paid in full at least two months prior to your reservation.

Return completed form to:  
Jefferson City Parks and Recreation

427 Monroe St.  
Jefferson City, MO 65101  
Phone (573) 634-6482 or Fax (573) 634-6489  
Email: jcparks@jeffcitymo.org

Renter Name \_\_\_\_\_ Organization \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_  
Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

#### Choose rental facility:

- Binder Pavilion
- Binder Lake Deck
- Ellis-Porter/Riverside Pavilion
- Ellis-Porter/Riverside Amphitheater
- Greenway (specify section) \_\_\_\_\_
- Green Berry Acres Cabin
- Green Berry Acres Pavilion
- McClung Indoor Pavilion
- McClung Outdoor Pavilion
- Memorial Pavilion
- North Jefferson Pavilion
- North Jefferson Cedar City Room
- Shikles Gymnasium
- Washington Park Center
- Other \_\_\_\_\_

Reservation Date \_\_\_\_\_ Reservation access time\*: \_\_\_\_\_ a.m. or p.m. to \_\_\_\_\_ a.m. or p.m.

\*Start time indicates arrival at facility for set-up; end time indicates when your group has cleaned and vacated the facility.

Estimated group size \_\_\_\_\_ If estimated group size is over 100, please provide names and phone numbers of four individuals at least 21 years of age who will be present and responsible for supervision and crowd control during entire event.

- 1. Name \_\_\_\_\_ Phone \_\_\_\_\_
- 2. Name \_\_\_\_\_ Phone \_\_\_\_\_
- 3. Name \_\_\_\_\_ Phone \_\_\_\_\_
- 4. Name \_\_\_\_\_ Phone \_\_\_\_\_

**DESCRIPTION OF EVENT:**

#### EVENT INFORMATION

- 1. Selling food/merchandise?  Yes  No ([Food Service Permit](#) or [other temporary license](#) may be required.)  
If yes, explain: \_\_\_\_\_
- 2. Will alcohol be served or brought to event?  Yes  No
- 3. Will alcohol be sold?  Yes  No (A [temporary liquor license](#) may be required.)
- 4. Will admission be charged?  Yes  No If yes, explain: \_\_\_\_\_
- 5. Fundraiser?  Yes  No If yes, explain: \_\_\_\_\_
- 6. Amplified music?  Yes  No If yes, type of music (i.e., DJ, live band) \_\_\_\_\_
- 7. General public invited?  Yes  No If yes, how will event be advertised? \_\_\_\_\_
- 8. Renter requests to:  Erect tents/canopies  Bring inflatable play structure  Use directional signs/markings

**OTHER SPECIAL REQUESTS (Please Explain):**

I have read and understand the [rules and regulations](#) pertaining to the use of park facilities and the issuing of a use permit. The information provided in this application is a true and accurate representation of the proposed event. I realize that any incomplete information, misrepresentation or false information pertaining to this event may result in rejection of the application, voiding of any permit issued, denying of any future usage and/or forfeiture of bonds and/or deposits.

Renter Name (please print) \_\_\_\_\_ Organization \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

<input checked="" type="checkbox"/>	<b>OFFICE USE ONLY</b>		
	Notify Jefferson City Police Department of event time and place.		
	Obtain Special Event/Parade Permit from Jefferson City Police Department.		
	Verify with appropriate City Department if additional permit is required for your event. <ol style="list-style-type: none"> <li>1. ___ Liquor License (administered by Office of City License Inspector)               <ol style="list-style-type: none"> <li>a. Catering License: allows a current City liquor license holder to sell liquor by the drink at a function other than their licensed premises, for a period not to exceed 5 days.</li> <li>b. Picnic License: allows a church, school, civic, service, fraternal, veteran, political or charitable club or organization to sell malt liquor at a picnic or similar gathering, for a period no longer than 7 days.</li> </ol> </li> <li>2. ___ Temporary Food Service Permit (provided by Department of Planning and Protective Services)</li> <li>3. ___ Craft/Trade Show license (administered by Office of City License Inspector)</li> </ol>		
	Provide proof of adequate public liability insurance (attach certificate).		
	Provide additional information required by Jefferson City Department of Parks and Recreation deemed necessary.		
Received by:	Date	Approved by:	Date

City of Jefferson Parks and Recreation  
**GENERAL RESERVATION INFORMATION**

(Complete policy can be found at

<http://www.jeffcitymo.org/parks/documents/FACILITYRENTALPOLICIESANDPROCEDURES.pdf>.)

1. **HOURS** – The hours of the renter’s reservation use are stipulated on the agreement. **The user must adhere to the hours stated on the agreement, including the time necessary for setup and cleanup.**
2. **FACILITY RENTAL HOURS** – City parks hours of operation are 5am-11pm. Reservation time INCLUDING SETUP AND CLEANUP must fall within park hours of operation. Renters requesting additional hours must obtain approval from the Director of Parks and Recreation, and additional charges will apply.
3. **CLEANUP** – Please be considerate of other scheduled groups before and after your rental. Rental schedules are set to allow park crews adequate time to inspect facilities between reservations. Renters need to leave the facility in the same or better condition as it appears upon arrival. All trash must be placed in provided receptacles, as well as return all provided tables and chairs to their original locations.
4. **NOISE** – Use of amplified sound equipment must receive prior approval from the Director of Parks and Recreation. Amplified music permitted at any park location is PROHIBITED after 10:00pm.
5. **ALCOHOL** – Alcoholic beverages are permitted in the parks except where specifically prohibited (i.e., youth programs). Groups desiring to sell alcoholic beverages MUST acquire appropriate local and state liquor licenses as required by law.
6. **DEPOSIT** – All facilities require a \$50 deposit in addition to rental charges. The deposit is refunded after reservation providing no damage has been assessed and that facility key (if applicable) has been returned the next business day following the reservation.
7. **REFUNDS/CANCELLATIONS**
  - a. Deposit refunds are processed Monday following the previous week’s reservations. Deposits initially paid by card will be refunded to the same card if circumstances allow. Deposits initially paid by cash or check will be refunded by mailing a check to the name and address as shown on the receipt. Please allow 1-2 weeks for mailed refunds.
  - b. If a cancellation is made 10 days or more in advance of the reservation date, all fees except the \$10 non-refundable holding fee will be refunded.
  - c. If a cancellation is made less than 10 days before reservation date, but at least 1 business day prior to reservation, a refund of the full damage deposit and HALF of the rental fees may be given.
  - d. No refunds will be granted on or after the date of reservation. All rental facilities are covered and therefore usable during most weather conditions. A full refund will be given only when a park is closed by Parks staff due to inclement weather.