

## PHPR Shelter/Pavilion Rental Policy

### **I. Reserving Your Shelter/Pavilion**

Payment must be made when making your reservation. Reservations may be made in person at City Hall (203 Paul Street) or by phone (816-540-3135). For your convenience, you may drop your reservation permit and payment in the City Hall drop box after hours. We encourage you to call in advance to determine availability, location of shelters, and cost, as well as to visit your shelter to ensure its suitability for your needs.

<b><u>Park</u></b>	<b><u>Shelter/Pavilion</u></b>	<b><u>Picnic Tables</u></b>	<b><u>Grills</u></b>
City Lake	Brown's Arm Shelter	6	No
	Lion's Shelter	7	No
City Park	Lower Shelter	8	2
	Upper Shelter	8	2
Depot Park	Gazebo	No	No
Fairgrounds	Miller Lite Pavilion	No	No
Recreation Complex	Ledwidge Goppert Pavilion	8	No

### **II. Shelter/Pavilion Reservation Facts**

- A. Reservation is only good for the hours the park is open: OPEN FROM DAWN TIL DUSK.
- B. Rest rooms are seasonal and are open generally from April 1 to November 1.
- C. Your fee covers your use of the shelter for the entire day – we do not make more than one reservation per shelter per day.
- D. A copy of your reservation form is your proof of reservation. Please bring it with you. If you have issues with another group, please call the Pleasant Hill Police NON-emergency number at 816-987-9149.
- E. Shelter/Pavilion reservations do not include exclusive use of any other park amenities such as ball diamonds, tennis courts, or play equipment. These areas are first come, first serve.
- F. If you plan on decorating, you may use tape (not duct tape) on shelter surfaces. After your event, please properly dispose of all decorations.
- G. All shelters/pavilions are equipped with trash containers. The reserving group is responsible for cleanup.
- H. The following are NOT ALLOWED in the parks:
  - 1. Alcoholic beverages, Drugs, or firearms/weapons
  - 2. Glass containers
  - 3. Driving or parking motorized vehicles on the grass or sidewalks
  - 4. Open burning
  - 5. Parking vehicles in front or within 10 feet of trash dumpsters
  - 6. Removal of or damage to park property

### **III. Cancellations, Refunds, and Changes**

- A. Requests of cancellation, refunds, and changes to the Parks and Recreation Director in person (203 Paul Street) or by phone (816-540-3135)
- B. No refunds will be given for cancellations received 10 days or less prior to the reservation date.
- C. 50% refunds will be given to cancellations received 11-29 days prior to the reservation date.
- D. Full refunds (minus a \$5 processing fee) are given for cancellation requests received at least 30 days prior to the reservation date.
- E. Changes to a reservation (date/time or location) will have a \$5 processing fee.

**PHPR Shelter/Pavilion Reservation Permit**

This is your reservation permit. Please keep a copy with you and use it as a reference should you have any issues during your event. If you have any emergencies or problems, please contact City Hall (816-540-3135) during normal business hours or the Pleasant Hill Police Department (9-1-1 for emergencies or 816-987-9149) after 5pm on weekdays and anytime on weekends. Your fee covers the cost of your reservation; any setup or maintenance of the area is your responsibility. Please visit your site early to ensure that it is suitable for your needs.

NAME \_\_\_\_\_ ORGANIZATION \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
DAY PHONE \_\_\_\_\_ EVENING PHONE \_\_\_\_\_  
EMAIL \_\_\_\_\_  
DATE OF RESERVATION \_\_\_\_\_ DAY OF WEEK \_\_\_\_\_  
PURPOSE FOR EVENT \_\_\_\_\_

**CIRCLE YOUR SHELTER/PAVILION:**

<b>Park</b>	<b>Shelter/Pavilion</b>
City Lake	Brown's Arm Shelter
	Lion's Shelter
City Park	Lower Shelter
	Upper Shelter
Depot Park	Gazebo
Recreation Complex	Ledwidge/Goppert Pavilion
Fairgrounds	Miller Lite Pavilion

**WAIVER**

I understand that I am responsible for ensuring that the area I am scheduling to use meets the accessibility, activity, and maintenance needs of my group. I understand that I am responsible for any damage to park property that occurs during my event. And, I have read and understand the park rules on the opposite side of this sheet.

SIGNATURE OF RENTER \_\_\_\_\_ DATE \_\_\_\_\_

**FOR OFFICE USE ONLY:**

APPROVAL SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PAID BY: CHECK # \_\_\_\_\_ CASH \_\_\_\_\_ CREDIT CARD \_\_\_\_\_ AMOUNT \_\_\_\_\_