



## PARK & RECREATION FACILITIES SHELTER RESERVATION FORM

The mission of the Raymore Parks and Recreation Board is to be fiscally responsible in maintaining land, facilities and programs. We will also strive to provide diverse recreational programs and a range of parks and green space accessible to all citizens of Raymore.

### Reserving Your Site

Payment must be made when making your reservation. Reservations may be made by mail (100 Municipal Circle) or in person at the Parks and Recreation Office (227 Municipal Circle) during regular business hours. We encourage you to call in advance to determine availability, location of sites, and cost. Please visit the shelter you are interested in to ensure its suitability for your needs.

Park Site	Seating	Rest Room	Fee per day	Deposit
Lions Shelter at Memorial Park	20 tables	Concession stand	\$75 residents \$150 non-residents	Not required
West Shelter at Memorial Park	6 tables	Concession stand	\$50 residents \$100 non-residents	Not required
Optimists Shelter at Recreation Park	6 tables	Concession stand	\$50 residents \$100 non-residents	Not required
Moon Valley Shelter at Recreation Park	8 tables	Yes	\$50 residents \$100 non-residents	Not required
Full Depot Shelter at T. B. Hanna Station	8 tables	Yes	\$75 residents \$150 non-residents	Not required
Half Depot Shelter at T. B. Hanna Station	4 Tables	Yes	\$45 residents \$90 non-residents	Not required
Full Shelter at Hawk Ridge Park	6 tables	Yes	\$75 residents \$150 non-residents	Not required
Half Shelter at Hawk Ridge Park	3 tables	Yes	\$40 residents \$90 non-residents	Not required

### Park Ordinances

- Park hours are 6:00 a.m. to 11:00 p.m.
- Hawk Ridge Park hours are Dawn to Dusk.
- No driving or parking on grass, speed limit 10 m.p.h.
- No alcoholic beverages permitted.
- No horses, or other animals, model airplanes, go-karts, mini-bikes or ATVs.
- No open burning permitted, to include personal grills.
- No removal of or damage to park property.
- No golfing.
- No climbing on buildings or structures not erected for this purpose.
- The City of Raymore is not responsible for personal items left in the parks.

### Notes

- Restrooms are seasonal, and are open generally from April 1 to November 1.
- Hawk Ridge Park and TB Hanna restrooms are open year round.
- Your fee covers your use of the shelter for the entire day – we do not make more than one reservation per shelter per day.
- No refunds for inclement weather.
- Cancellations made in writing 7 days prior to the event may be issued a refund. Cancellations made 6 days or less prior to the event may be issued a credit.
- Parks are serviced daily during the picnicking season, including weekends. The department cannot, however, guarantee that other residents will not use your shelter before you get there.
- Special permitting/insurance may be required depending on the type of event you plan.

**RAYMORE PARKS AND RECREATION**  
**227 MUNICIPAL CIRCLE**  
**RAYMORE, MO 64083**  
**816-322-2791**



**SHELTER RESERVATION PERMIT**

This is your reservation permit. Please keep a copy with you and use it as a reference should you have any problems during your event. If you have any emergencies or problems, please contact the Parks On Call cell phone at 813-4061 or the non-emergency police line at 331-0530. 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 \_\_\_\_\_ TIME \_\_\_\_\_

SHELTER:     **MEMORIAL PARK**     **RECREATION PARK**     **T.B.HANNA STATION**  
                   Lions’ Shelter           Optimists’ Shelter           The Depot-Full Shelter  
                   West Shelter   The Depot-Half Shelter

**HAWK RIDGE PARK**   **MOON VALLEY PARK**  
                   Half Shelter-Dam Side/Lot Side                                   Moon Valley Shelter  
                   Full Shelter

*Please answer the following questions about your event.*

Are you planning to:

Offer entertainment such as a band or DJ?	YES	NO
Open your event to the general public?	YES	NO
Charge any fees associated with attendance?	YES	NO
Entertain more than 100 people?	YES	NO

If you answered YES to any of the above questions, you are required to obtain a special permit for your event. Please phone the Parks and Recreation office for more information.

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. I certify that I am not required to complete a special permit application for my event. And, I have read and understand the park rules on the opposite side of this sheet.

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

APPROVAL: \_\_\_\_\_ DATE \_\_\_\_\_

Paid by: CHECK # \_\_\_\_\_ CASH \_\_\_\_\_ CHARGE \_\_\_\_\_ Amount \_\_\_\_\_