



# 2020 SHELTER RESERVATION REQUEST FORM

(PLEASE PRINT)

Date of Shelter Request \_\_\_\_\_ Day of the Week \_\_\_\_\_

Today's Date \_\_\_\_\_  WALK-IN  PHONE  E-MAIL  FAX

### City Park Shelters [10601 Lee Boulevard]

Lions Shelter(E)  East Shelter(A)  West Shelter(B)  East Gazebo(C)  West Gazebo(D)

**Additional Rental Facilities--[City Park]**  Basketball Goal(s)  Volleyball Court(s)

I-Lan Park Shelter [126<sup>th</sup> and Nall Avenue]  Ironwoods Park Shelter [147<sup>th</sup> and Mission Rd.]

### Gezer Park Shelters – [133<sup>rd</sup> Mission Road] Tomahawk Creek Parkway [between 115<sup>th</sup> & 117<sup>th</sup> Sts]

West Shelter  East Shelter  Fire Pit  North Lake – (F)  South Lake – (G)

Tomahawk Park [ approx. 3875 W 119<sup>th</sup> St]

### Reservation Time Requested

10:00 A.M.– 3:00 P.M.  4:00 – 9:00 P.M.  10:00 A.M. – 9:00 P.M. (All Day)

**Type of Event:**  Family Reunion  Boy /Girl Scout Troop# \_\_\_\_\_  Church \_\_\_\_\_

Graduation (School) \_\_\_\_\_  Birthday Party (Age) \_\_\_\_\_  College/School \_\_\_\_\_

Company (Name) \_\_\_\_\_  Baby Shower  Wedding  Other \_\_\_\_\_

**Name** \_\_\_\_\_ **Estimated Attendance** \_\_\_\_\_

**E-Mail** \_\_\_\_\_ **Estimated # of Cars** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_

**State** \_\_\_\_\_ **Zip** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

**Please list any outside vendors below** (Examples: Moonwalk, Caterer, Food Delivery, Face Painter, etc.)  
[Outside Vendors Require a Special Use Application submitted 45 days prior and a \$35 non-refundable fee.]

**Vendor(s) Name:** \_\_\_\_\_

**Additional Information** \_\_\_\_\_

### For Office Use Only

AMOUNT PAID \$ \_\_\_\_\_ Special Use  YES  NO  LEAWOOD RESIDENT  NON-RESIDENT

**Payment Type**  Master Card  Visa  American Express  Discover  Check # \_\_\_\_\_

PAPERWORK SENT  COMPLETE [ALL SIGNED PAPERWORK RECEIVED]  WEEKLY SCHEDULE  INSURANCE DOCUMENTS REC'D



## General Rules and Regulations

1. Reservation requests will commence January 2, 2020, and are reserved on a first come, first serve basis. Reservations can be made by completing a Shelter Reservation Request Form online, in person or by contacting the Parks and Recreation Dept. 913-663-9154.
2. Shelters reservations rates are for a five hour period of time. You may reserve a shelter from 10:00 a.m. till 3:00 p.m. or from 4:00 p.m. till 9:00 p.m. An all-day rental period is also available.
3. All shelter requests must be submitted at least one week prior to the event.
4. Full payment is due at the time of the request. All major credit cards are accepted. Reservations cannot be held without full payment. Reservation name and name on credit card payment must match. All reservations are non-refundable.
5. Permits are not valid until signed documents are returned to the Leawood Parks and Recreation Department. Rental groups have five business days to return signed permit or reservation will be terminated.
6. Persons requesting this reservation will be held responsible for the destruction of property. Use, consumption, or possession of any alcoholic beverage, liquor, or beer is prohibited in all City parks: Sec. 11-211 City Ordinance.
7. Reservations may be transferred depending on space and availability. A \$5.00 service fee will be charged for all transfers.
8. Reservations cancelled due to inclement weather can be rescheduled [in the same calendar year] space/availability permitting for the same shelter originally reserved.
9. Rental groups must be in possession of all permits at all times during use.
10. Rental groups will be responsible for clean-up of the shelter and the surrounding area. The city is not responsible for lost or stolen articles or accidents.
11. The City of Leawood does not allow the use of its facilities to individuals/groups who charge admission for attendance to an event or who sell an item or product on the premises for profit.
12. Amplified sound is prohibited except by issuance of a Special Use Permit.
13. Leawood Parks and Recreation reserves the right to reject any and all requests.
14. The use of outside vendors or caterers requires a Special Use application submitted 45 days prior to the event. Applications can be obtained by calling (913) 663-9154, in person at the Parks & Recreation Department or online at [www.leawood.org](http://www.leawood.org).

- 15.** Persons reserving the shelter must be present for the entire event.
- 16.** Leawood residency will be verified to receive the resident rate discount [I.e. driver's license, current utility bill received within the past 30 days.