



MISSOURI DEPARTMENT OF NATURAL RESOURCES
 DIVISION OF STATE PARKS
SHELTER RESERVATION APPLICATION/PERMIT

CONFIRMATION NUMBER

Have you ever served on active duty in the Armed Forces of the United States and separated from such service under conditions other than dishonorable? YES NO

Would you like to receive information and assistance regarding the agency's veteran services? YES NO
 Click [here](#) for additional information or send an email to moparks@dnr.mo.gov or call 800-344-6946.

STATE PARK/STATE HISTORIC SITE NAME	SHELTER NAME
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APPLICANT NAME/RESPONSIBLE PARTY	ORGANIZATION /GROUP (IF APPLICABLE)
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ADDRESS	CITY	STATE	ZIP
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PHONE	EMAIL
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DATE OF USE	HOURS OF USE	ESTIMATED NUMBER IN ATTENDANCE
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DESCRIBE INTENDED USE OF SHELTER

WILL ALCOHOL BE AVAILABLE? YES NO
 IF YES, DESCRIBE THE TYPE AND QUANTITY

WILL YOUR USE OF THE SHELTER INVOLVE ANY OF THE FOLLOWING? IF YES, PLEASE DESCRIBE BELOW

- USE OF FIREARMS OR OTHER WEAPONS
- AIRCRAFT (INCLUDING HOT AIR BALLOONS)
- SALE OF ALCOHOL
- AMUSEMENT DEVICES (INCLUDING INFLATABLES, DUNKING TANKS, ETC)
- LIVE ANIMAL SHOWS (INCLUDING PETTING ZOOS)
- WAR REENACTMENTS OR USE OF BLACK POWDER

DESCRIBE:

The department reserves the right to require applicants to submit a separate public assembly and event permit application and provide proof of liability insurance depending on the intended use of the shelter.

Open shelters may be reserved in advance by the public or used on a first-come, first-served basis when unreserved. Enclosed shelters, venues, and/or meeting rooms must be reserved in advance by the public.

Shelters and structures designated for reservations may be reserved online, or by calling or visiting the applicable facility. Advance shelter and structure reservations require payment of a shelter rental fee that must be paid in full at time of booking if paying with electronic payment methods. All payment methods are accepted for reservations; when booking online, only electronic payment is accepted.

Cancelling a shelter reservation seven (7) or more days prior to arrival will result in a \$10 cancellation fee. Cancellations less than seven (7) days prior to arrival will result in a forfeiture of all shelter rental fees.

SUBMISSION OF THIS APPLICATION DOES NOT GUARANTEE RESERVATION OF THE SHELTER.

I am at least 18 years old and certify I have authority to act in an official capacity for Applicant. I certify that the information submitted herein, including all attachments, is accurate and complete to the best of my knowledge. I understand and agree that if my application is approved and a shelter reservation permit is issued, that I will be responsible for payment of all required fees and will comply with the Department of Natural Resources, Division of State Parks Shelter Reservation Terms and Conditions attached to this application and incorporated herein.

SIGNATURE	DATE
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SHELTER RESERVATION PERMIT

This permit when signed by all parties serves as approval to reserve and use the shelter as described on the attached application subject to the following terms and conditions. Please have a copy of the signed shelter reservation permit and application available onsite during the reserved period.

TERMS AND CONDITIONS

1. Shelters and structures designated for reservations may be reserved online or by calling the applicable facility. Applicable reservation fees must be paid in full at time of bookings if paying with electronic payment methods. Reservations are accepted up to 12 months in advance of anticipated use. Rentals of Shelter/Structural may require additional information to be collected, If it is determined that additional information is required, facility staff will reach out to the Applicant/Responsible Party prior to use of the shelter or structure, and obtain needed information. If information cannot be obtained, the reservation will be canceled and any applicable refund will be issued.
2. This Shelter Reservation Permit is valid only at the specific physical park or historic site shelter location for which it is issued. Applicant/Responsible Party shall use said premises only for authorized purposes and shall not operate or permit to operate a business unless authorized by this permit. Applicant/Responsible Party shall not transfer or assign this permit, nor sublet said premises or any part thereof, or grant use of any part of this permit to person not subject to this permit.
3. Applicant/Responsible Party agrees to keep reserved area and grounds clean and in a sanitary condition. No park facilities or resources may be used for the disposal of any waste by Applicant/Responsible Party. It is the responsibility of the Applicant/Responsible Party to clean provide trash receptacles and remove refuse after use.
4. The department reserves the right to require Applicant/Responsible Party to submit a separate public assembly and event permit application, additional information and/or provide proof of liability insurance, depending on the intended use of the shelter.
5. Open shelters may be reserved in advance by the public or used on a first-come, first-served basis when unreserved. Enclosed shelters, venues, and/or meeting rooms must be reserved in advance by the public.
6. Shelters and structures designated for reservations may be reserved online, or by calling or visiting the applicable facility. Advance shelter and structure reservations require payment of a shelter rental fee that must be paid in full at time of booking if paying with electronic payment methods. All payment methods are accepted for reservations; when booking online, only electronic payment is accepted.
7. Cancelling a shelter reservation seven (7) or more days prior to arrival will result in a \$10 cancellation fee. Cancellations less than seven (7) days prior to arrival will result in a forfeiture of all shelter rental fees.
8. Reservations are accepted up to 12 months in advance of anticipated use.
9. Indemnification. Applicant/Responsible Party understands that the Missouri Department of Natural Resources cannot save and hold harmless and/or indemnify the Applicant/Responsible Party against any liability incurred or arising as a result of this use and assumes full responsibility and liability for damages or injury to any member of the public arising out of the activity or use, including any vendors or contractors hired by Applicant/Responsible Party in connection with the authorized use. Applicant/Responsible Party shall indemnify and hold harmless the State of Missouri, the Missouri Department of Natural Resources, and the officers, employees and agents thereof, from and against any and all claims and causes of action of whatsoever origin, including death, damage, personal injury, theft, property damage to others or to Park property, including natural and cultural resources, and any other loss, arising from or connected with the activity or use comprising the subject matter of this agreement, and all materials contributed or supplied hereunder. All activities performed under this authorization shall be conducted solely at the Applicant/Responsible Party's risk. The Applicant/Responsible Party shall take appropriate safeguards to prevent any and all injuries or damage to employees and property of the Department, to the public and to any other person, property material or thing, and the Applicant/Responsible Party alone shall be responsible for any and all damage or injury occurring on or about the park and historic site under this permit.
10. Contracts. Applicant/Responsible Party shall assume all legal and financial responsibility related to execution of any contracts for services described herein, and such contracts must include appropriate provisions to ensure compliance with this Permit and to ensure that the Department is indemnified, saved and held harmless from and against any and all claims of damage, loss and cost related to the contract.
11. Legal Compliance. Applicant/Responsible Party shall obtain all licenses, permits, authorizations, and other requirements imposed by federal, state or local law in conjunction with the activity comprising this Permit prior to the performance of the authorized commercial use. Applicant/Responsible Party agrees to comply with all applicable federal, State, local and park laws, regulations, and policies.
12. Termination for Cause. The Missouri Department of Natural Resources may cancel this reservation at any time before the date of completion whenever it is determined in its discretion that the Applicant/Responsible Party has failed to comply with these terms and conditions, or for any of the following reasons: based on operational needs; incomplete, inaccurate, or false representations in this application; prior misconduct; outstanding debts to the state; failure to provide requested information or required fees when due; conflict with previously planned park events; unreasonable hazards to health and safety; unreasonable likelihood of damage to property; inadequate parking; illegality or prohibition of activities; conflict with the intended purposes or management objectives of the park or site; or in the event of an emergency, significant law enforcement problem, or substantial threat to public welfare, safety, or property arising from or affecting this use. The Missouri Department of Natural Resources will promptly notify the Applicant/Responsible Party in writing of such a determination and the reasons for the termination, together with the effective date of said termination, except in case of disaster or unforeseen emergency which may be cancelled without notice. All fees are non-refundable and the Department shall not be responsible for economic loss resulting from termination. Venue by agreement for any dispute shall be in the Circuit Court of Cole County, Missouri.
13. Prior to expiration of this Permit, Applicant/Responsible Party shall restore the occupied area to the condition in which it was received, to the satisfaction of the Department. If the Applicant/Responsible Party causes property damage, the designated responsible party for material and labor costs needed to repair the damage. Labor will be charged at no less than \$25 per person per hour (higher pending local wage rates and salary adjustments). If the area is left in an unsightly condition (litter) and facility staff must spend more time than normal cleaning the area, labor will be charged at no less than \$25 per person per hour.
14. If any provision of this permit shall be deemed void or otherwise invalid for any reason, the remainder of the permit shall be interpreted in a manner as to be valid to the fullest extent possible.



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STAFF USE ONLY

DATE APPLICATION RECEIVED

PERMIT APPROVED/DENIED
REASON FOR DENIAL:

APPROVED

DENIED

RESERVATION FEE AMOUNT

DATE PAYMENT RECEIVED

PAYMENT METHOD

STAFF NAME

STAFF SIGNATURE

DATE