



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

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

STATE PARK/STATE HISTORIC SITE NAME		SHELTER NAME	
APPLICANT NAME/RESPONSIBLE PARTY		ORGANIZATION /GROUP (IF APPLICABLE)	
APPLICANT MAILING ADDRESS			
CITY		STATE	ZIP
TELEPHONE NUMBER		E-MAIL ADDRESS	
DATE OF USE	HOURS OF USE	ESTIMATED NUMBER IN ATTENDANCE	
DESCRIBE INTENDED USE OF SHELTER			
WILL ALCOHOL BE AVAILABLE? <input type="checkbox"/> YES <input type="checkbox"/> NO			
IF YES, DESCRIBE THE TYPE AND QUANTITY (Amounts in excess of two servings per person (as defined in Policy PU03) will require a damage deposit)			
WILL YOUR USE OF THE SHELTER INVOLVE ANY OF THE FOLLOWING? IF YES, PLEASE DESCRIBE BELOW			
<ul style="list-style-type: none">• USE OF FIREARMS OR OTHER WEAPONS• SALE OF ALCOHOL• LIVE ANIMAL SHOWS (INCLUDING PETTING ZOOS)• AIRCRAFT (INCLUDING HOT AIR BALLOONS)• AMUSEMENT DEVICES (INCLUDING INFLATABLES, DUNKING TANKS, ETC)• WAR REENACTMENTS OR USE OF BLACK POWDER DESCRIBE:			
IN THE EVENT THAT THE PROPOSED USE OF A SHELTER MATCHES ANY OF THE ACTIVITIES REQUIRING APPROVAL BY THE DIVISION DIRECTOR, AS LISTED IN POLICY P08, A PUBLIC ASSEMBLY AND EVENT PERMIT APPLICATION AND INSURANCE WILL BE REQUIRED.			
RENTER MUST PROVIDE CLEAN UP OF RENTAL SITE. IF CLEAN UP IS NOT COMPLETED, RENTER WILL BE CHARGED AN HOURLY CLEANING RATE BASED ON STAFF TIME. RENTER WILL BE CHARGED FOR ANY PROPERTY DAMAGE.			
CONFIRMATION OF THE RESERVATION DATE WILL BE MADE WHEN THE COMPLETED APPLICATION AND APPROPRIATE PAYMENTS ARE RECEIVED. PAYMENT OF THE RESERVATION FEE MUST BE MADE WITHIN SEVEN (7) DAYS OF MAKING THE RESERVATION. FULL REFUND WILL BE GIVEN ON CANCELLATIONS MADE MORE THAN SEVEN (7) DAYS PRIOR TO DATE OF SCHEDULED USE.			
SUBMISSION OF THIS APPLICATION DOES NOT GUARANTEE RESERVATION OF THE SHELTER.			
SIGNATURE		DATE	
STAFF USE ONLY			
DATE APPLICATION RECEIVED		STAFF SIGNATURE	
DAMAGE DEPOSIT REQUIRED? <input type="checkbox"/> YES <input type="checkbox"/> NO			
REASON:			
DATE PAYMENT RECEIVED		STAFF SIGNATURE	
PAYMENT METHOD			