



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

CONFIRMATION NUMBER

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?  YES  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

- 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.

RENTER AGREES TO UPHOLD THE RULES AND REGULATIONS POSTED BY THE DEPARTMENT OF NATURAL RESOURCES AND PAY FOR ALL DAMAGES TO BUILDING AND EQUIPMENT OTHER THAN NORMAL WEAR AND TEAR.

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

SIGNATURE	DATE
-----------	------

**STAFF USE ONLY**

DATE APPLICATION RECEIVED	STAFF SIGNATURE
---------------------------	-----------------

DAMAGE DEPOSIT REQUIRED?  YES  NO

REASON:

DATE PAYMENT RECEIVED	STAFF SIGNATURE
-----------------------	-----------------

PAYMENT METHOD