

**City of St. Joseph  
Parks, Recreation & Civic Facilities  
Shelter Reservation Guidelines**

**Reservation Fees:** \$35 per shelter per day, electricity is provided in some of the shelters. All fees must be paid at the time the reservation is made and is Non-Refundable. Payment can be made in person, over the phone, and online with a MasterCard, VISA or Discover card. Cash or checks must be brought to our office.

**Reservation Period:** Reservations will only be taken for the current calendar year, beginning the first working day of January. Reservations must be taken at least 14 days in advance or more of your event. Reservations will be taken for the dates April 1 through September 30.

**NOTE:** Corporate events, walks/runs, festivals, etc. requiring special use permits through Customer Assistance Department can be reserved prior to the first working day in January, due to the need for coordination by multiple departments within the city and will take precedence over other reservation requests.

**Special Use/Needs:** i.e. unloading/loading, band, moon bounce, caterers, etc. need to be made at time of reservation no changes or additions without prior approval of the Parks, Recreation & Civic Facilities Department. If no prior permission has been obtained you may be asked to leave the park. Moon bounces do require insurance with the city listed as additionally insured.

If you want to conduct a large event with rides, street closers, tents, catered food, etc. you must contact the Customer Assistance Department for a special use permit at 816-271-4757.

**Available Shelters:**

Hyde Park: #1, #2, #3, #4 & Gazebo

Krug Park: Castle, New/Large and Lions

**Shelter Usage:** Rental fee only guarantees you the exclusive use of the shelter facility for the designated day. Do not raid other shelters for tables. Tables are movable and we can not guarantee any set number of tables within any of our shelters. Please make arrangements for any additional folding tables and chairs that you may need.

**Restrooms:** Due to necessary winterization, park restroom facilities are open on a seasonal basis (typically from April 15 to October 15). If your reservation is close to these dates, you may want to contact our department immediately prior to your event to check on restroom availability.

**Shelter Maintenance:** Park Department personnel clean the shelters on a regular basis. However, due to frequent use and exposure to the elements, we recommend that you may want to bring some cleaning products to insure that the shelter fits your needs. Please think of others, leave the shelter and tables clean and remove all debris to trash receptacles.

**Park Hours:** 6:00a.m. to Midnight. If you are in the park before or after these hours police officers will ask you to leave.

**Alcohol:** Alcohol is prohibited in parks

**Inclement Weather Policy:** No fees will be refunded for weather conditions. The fees are good only for the date of the reservation listed on the agreement.

**Parking:** All vehicles must be parked in paved parking lots. Ordinance #1551 states: No vehicle shall be parked on any boulevard, parkway, park road or any place within any public park, except at the places and in the manner designated by the Director of Parks, Recreation & Civic Facilities. Violators of this ordinance are subject to being ticketed.

**Refunds and Reschedules:** Reservations fees are non-refundable. Our staff will attempt to reschedule if a need arises prior to your reservation date. No reschedule will be made after reservation date listed on the agreement. We will not reschedule for inclement weather.

**Other Park Facilities:** Please contact our office for information.



**Parks, Recreation & Civic Facilities  
1920 Grand Avenue  
St. Joseph, MO 64505  
(816) 271-5500  
8:00am to 5:00pm  
Monday through Friday**