City of St. Francis

PICNIC SHELTER RESERVATION FORM / PERMIT

Applicant Name:_____ Organization: _____

Address/City/State/Zip:_____

Primary Phone: _____ Secondary Phone: _____ Cell: _____

Email: _____ Date of Birth: _____

Purpose: _____ Estimated # of People: _____

Please select the shelter you wish to reserve: _____ Lions Club (West Shelter)

_____ ~~Shrine Club (East Shelter) (Not Currently available to reserve)~~

RESERVATION DATE(s) and TIME : _____

In reserving a picnic shelter, I agree to assume the responsibility of having all members of my group adhere to the Picnic Shelter Reservation Guidelines and the Code of the City of St. Francis, Chapter 12 – Public Property, Article 1 – City Parks. I affirm that I have received a copy of this information. I UNDERSTAND THAT THERE IS NO ALCOHOL PERMITTED ON CITY PROPERTY.

Signature: _____ Date: _____

Picnic Shelter Reservation Guidelines

Reservations can be made at City Hall during normal office hours Monday through Friday 8AM to 5PM.

Reservations are on a first-come, first-served basis and must be made in person by an adult at least 21 years of age.

The shelter may be reserved for any timeframe between 8:00 a.m. and dusk.

Groups with reservations have priority use of the shelter. While reservation signs will be posted, please have your picnic shelter permit with you for reservation verification.

The park and its amenities are available for use to the public as well as shelter permit holders.

Please do not nail, staple or use thumbtacks on the picnic shelter. Signs/banners may be adhered to the shelter by string or tape. At the conclusion of your event, please remove all signs posted in the park by your group.

No alcohol is allowed at any City of St. Francis park.

The holder of the picnic shelter permit will be held responsible for damages incurred during the time of your event.

Shelters may NOT be used for retail purposes.