

INDEPENDENCE

* PARKS * RECREATION * TOURISM *

Group Picnic Program, Summer 2022 - Park Shelter & Pavilion Policies

The person requesting facility use must be at least 21 years of age, will be responsible for the group's compliance with all park policies, and will be responsible for any damages that may occur during the confirmed rental period.

The City of Independence, through its Parks/Recreation/Tourism Department, has provided for the installation and continuing maintenance of picnic shelters and pavilions throughout the municipal park system.

While these structures are generally available on a first come, first serve basis, the City annually coordinates a **Group Picnic Program**. The purpose of this program is to provide an opportunity for groups and organizations to have exclusive use of a municipal shelter or pavilion for basic group picnic activities, appropriate to the official seating capacity of the structure, as established by the City of Independence.

Large or Special Events: If you are planning a group function with a format **broader** than a basic picnic activity, the City of Independence reserves the right to classify your function as a 'special event'. When this designation is made, the sponsoring group will be required to complete a special event application to formally coordinate additional support services necessary to safeguard properties and insure public safety — before municipal property use is authorized. This will include required health and vendor permits, personnel for traffic control, security and maintenance support. Additionally, equipment such as signage, barricades and first aid supplies may be required for effective event management.

Go to indep.us/specialevents for more information.

- **Reservation Process:** *Persons requesting this facility must be at least 21 years of age, agree to comply with all park policies and will be responsible for any damages that should occur.*
- **Cancellations:** Please call the Roger T. Sermon Community Center at (816) 325-7370, **at least 10 business days** prior to the date of your picnic to cancel a reservation. All refunds are subject to a \$5.00 service fee.* If payment was in the form of cash or a check, refund checks are mailed to the responsible person designated on the application and may take up to 30 business days to receive. Refunds will be processed within 5 business days.

***Refunds will not be given due to inclement weather on the day of your picnic.**

- **Rescheduling:** Reservations can only be rescheduled up to 10 business days prior to picnic date.
- **Inclement Weather:** **During your picnic, please be alert to rapidly changing weather conditions.**
- **For All Emergencies: Call 911.**
- **For Non-Emergencies:** Call the Independence Police Dispatch Office at (816) 325-7300.
- **To maintain park cleanliness, place all trash in trash containers at the conclusion of your event. Groups will find the containers located adjacent to the parking areas. This location is to keep pests from the picnic/party space, provide ease of maintenance and help prevent vandalism.**
- **For Maintenance Issues:** Call (816) 325-7370. After Sermon business hours, please call (816) 325-7755.
- Please respect this community facility and park by following all park regulations:
 - Fireworks, firearms, alcoholic beverages, and amplified sound are prohibited.
 - Prevent damage to grass areas by keeping vehicles on designated roadways and parking lots.
 - For the safety of your group, all fires must be confined to on-site picnic grills.
 - As other groups will be using this facility, please remove any decorations and signs at the conclusion of your reservation period.