



**George Owens Nature Park**  
**Facility Request Form**  
 City of Independence Parks|Recreation|Tourism  
 1601 S. Speck Road, Independence, MO 64051  
 (816) 325-7115 parks@indepmo.org

<b>Date Received:</b>	_____	_____
	Date	initials
<b>Date Approved:</b>	_____	_____
	Date	initials

**Completed form must be submitted 30 days prior to the reservation date.**

Facility is **NOT** reserved until your request has been approved by Independence Parks|Recreation|Tourism. Once approved, all fees are due a minimum of **30 days prior** to the event.

Organization / Group Name \_\_\_\_\_  
 Person Responsible for Event \_\_\_\_\_ DOB \_\_\_\_\_  
 Additional Contact During Event \_\_\_\_\_  
 Cell Phone \_\_\_\_\_ E-mail address \_\_\_\_\_  
 Mailing address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Description of Event \_\_\_\_\_  
 Estimated Attendance \_\_\_\_\_ Participant Admission Fee Y N Fee Amount \_\_\_\_\_

Facility Requested Lodge, Kitchen, Campground, Pavilion, Entire Park	Day of Week	Date	Total Time Reserved		Event Time	
			Begin:	End:	Begin:	End:
			Include set-up & tear-down (Please include am or pm)		(Please include am or pm)	
			_____	_____	_____	_____
			_____	_____	_____	_____
			_____	_____	_____	_____

<p><b>Alcohol is not allowed on City Park property.</b></p> <p>Food Served Yes No          If yes, Name of Caterer _____          _____</p>	<p>Special Requests:</p>
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**Rental Fees/Security Deposit:** Payment of the Security Deposit is due when the Facility Request Form has been approved. All other fees are due a minimum of 30 days prior to date of the event.

**Extended Use of Facility & Extension of Fees:** Groups may request use of this facility outside of regular operational hours at an additional fee of \$30/hr for each extended hour.

**Cancellations and/or Date Changes:** Cancellation notifications received more than 30 business days prior to the event will result in the forfeiture of the Security Deposit and a loss of 10% of the total rental fees. Cancellations less than 30 business days prior to the event will result in complete forfeiture of all Rental and Security Deposit Fees. No date changes are allowed less than 30 business days prior to the event date.

I have read the policies governing the facilities requested, including all equipment and services. I accept full responsibility for ensuring that my group and/or organization abide by all regulations. Facility is NOT reserved until necessary approvals are given by the Parks, Recreation & Tourism Department.

\_\_\_\_\_  
 Signature of Responsible Party Date \_\_\_\_\_  
 \_\_\_\_\_  
 Confirmed by Park, Recreation & Tourism Date \_\_\_\_\_

**Office use only**  
 George Owens Nature Park Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_  
 Rental Fees: \$ \_\_\_\_\_ Security Deposit: \$ \_\_\_\_\_