



Creativity Redefined!

Shelter Reservation Agreement

Parks and Recreation Department
618-242-6890 parksandrec@mtvernon.com

Name of Applicant, Organization or Event

Address

Phone Number

Shelter Requested

- Kiwanis North (72 persons)
- Dawson Park (72 persons)
- Veterans Park South (72 persons)
- Veterans Park West (72 persons)

Rental Sessions (\$15.00 per session)

- 7 a.m. - 2:30 p.m.
- 3 p.m. - 10:30 p.m..

Rental Date(s)

Type of Event

I have read, understand and agree to abide by the Rules for Shelter Usage for the City of Mt. Vernon. *

For Office Use Only

Date Received: _____ Staff: _____

Total Fees Due: _____

Fees Paid: _____ Staff: _____ Date: _____ Balance Due: _____

Rules for Shelter Usage

1. Shelter reservations cannot be made until the first working day after January 1st of the year of the reservation.
2. If a shelter has not been reserved, it can be used on a first-come, first-serve basis.
3. Alcoholic beverages are prohibited.
4. Rummage sales are not permitted.
5. Fireworks are not permitted without approval from Park Staff and the Fire Chief.
6. A certificate of insurance naming the City of Mt. Vernon as additional insured is required for bounce houses.
7. Reservation fees must be paid within 2 weeks of making the reservation. Checks should be made payable to the City of Mt. Vernon.
8. Once paid, the shelter fee will not be refunded. If inclement weather occurs, a shelter may be reserved for another available date with no additional fee.
9. Special community events must be approved by the Parks Director prior to the event date.