



Parks and Recreation
 123 S. Esplanade St.
 Leavenworth, KS 66048
 (913) 651-2203

PARK SHELTER RESERVATIONS

Policies & Procedures

www.leavenworthks.org

Park Hours – 6 a.m. to 10 p.m.

DO I NEED A RESERVATION? For exclusive use of a shelter, you will need a permit from the Parks and Recreation Department. Shelters are rented for the full day. The fee schedule is shown below.

WHERE DO I GET A PERMIT? Permits are available by registering and paying online which may be accessed through our website at www.leavenworthks.org, or coming in person to the Riverfront Community Center during regular operating hours, 6 a.m. - 8 p.m., Mondays through Fridays; 9 a.m. – 5 p.m. on Saturdays; 1 p.m. to 5 p.m. on Sundays.

WHAT IF I NEED TO CHANGE MY EVENT? Please call the Parks & Recreation office 48-hours prior to your event date.

DAILY SHELTER FEES

Shelter	Address	Resident	Non-Resident	Tables
Buffalo Bill Cody Park	3003 Shrine Park Road (by playground)	\$35	\$40	10
Cody Park Restroom Overhang	3003 Shrine Park Road (by tennis courts)	\$10	\$15	1
David Brewer Park	1801 Ottawa Street (center of park)	\$25	\$30	7
David Brewer Restroom Shelter	1801 Ottawa Street (by tennis courts)	\$10	\$15	1
Hawthorn Park	1100 Ohio Street	\$25	\$30	7
Ray Miller Park	4103 S. 4 th Street (no restroom)	\$10	\$15	1
Riverfront Park	1201 Riverfront Park Rd. (porta-potty only)	\$25	\$30	7
Stubby Park	1501 South 4 th Street (porta-potty only)	\$10	\$15	1
VA Park	2901 VA Park Road (porta-potty only)	\$10	\$15	1
Wollman Park East	1300 Shawnee St. (closest to Shawnee)	\$25	\$30	7
Wollman Park West	1300 Shawnee St. (by playground)	\$25	\$30	7
Wollman Park Main	1300 Shawnee St. (Large)	\$50	\$55	12

- Extra tables cost \$5 each and must be ordered at least one week in advance.
- Leavenworth City park shelters have no electrical outlets or water faucets.
- Most shelters have grills, but you may also bring your own grill as long as coals, grease, etc., are not left behind.

PLAN TO ARRIVE EARLY TO SECURE YOUR SHELTER AND TABLES. Our department does not set up "reserved" signs, but you may do so if you wish. *(No nails, staples, or tacks, as these cause damage to the shelters. Remove all tape after the event.)* Your shelter reservation is for the entire day, regardless of the time listed on your permit. You must have your copy of the shelter permit (and any other applicable permits) readily available during your event to verify your reservation.

OTHER AREAS OF THE PARK: The playground areas, ball fields, basketball courts, and other play/sport areas are to be shared by all groups in the parks. You may reserve a ball field or basketball court for \$25/hour. Contact the Parks and Recreation office for availability at parksandrec@firstcity.org.

NOISE PERMIT FOR AMPLIFIED SOUND: According to City of Leavenworth Ordinance Article III, Section 46-79, a permit must be procured from the city manager for any use of a loudspeaker or sound amplifier and will only be approved in conjunction with a shelter permit. To obtain authorization submit an *Application for Use of Loud Speakers & Amplifiers on City Property* along with a **\$5 application fee** at the Parks & Recreation Office or at the City Clerk's office. Approval may take approximately two business days. As a reminder, shelters do not have electricity.

TENTS & BOUNCE HOUSES: To avoid damage to grounds and buried utility lines, use of these items in a city park requires the Parks & Recreation Director's authorization. Bounce Houses must be inspected and have an official certificate of inspection from a Kansas governing authority or they may not be used. The vendor providing the bounce house must submit proof of inspection and a certificate of insurance to parksandrec@firstcity.gov **before** approval will be given.

ALCOHOLIC BEVERAGES: By City of Leavenworth Ordinance 8098, Section 10-2, alcoholic beverages of any type (e.g., liquor, wine, strong beer, etc.), are not allowed in city parks. The only exception, **CEREAL MALT BEVERAGE (6% beer)**, is allowed by an approved permit and only in conjunction with a shelter reservation. Beer permits will be issued to Leavenworth Area residents for a **\$10 fee** at the Parks and Recreation office. The Leavenworth Police Department will receive copies of all beer permits issued. The permit holder is required to be a Leavenworth area resident and must be present for the entire length of the event.

SPECIAL PUBLIC EVENT PERMITS: If your group wishes to have a large public event on city property, such as a petting zoo, pony rides, or the sale of food, beverages, or merchandise, special permits must be obtained from the City Clerk's Office at City Hall, 100 North 5th Street. Call (913) 682-9201 for more information.

DAMAGES: Groups to whom shelter permits are issued are responsible for leaving picnic areas clean and in good condition with all trash placed in the litter barrels provided in the parks. **No automobiles are allowed on the grass or anywhere other than on gravel areas, paved streets, and parking lots.** Permit-holders will be held responsible for the conduct of group members and also will be held financially responsible for damage to facilities or equipment.

REFUNDS: Refunds will be issued with a **48-hour notice of cancellation**. To request a refund, turn your permit back in at the Parks & Recreation office and a refund check will be mailed to the address on the permit. **In case of inclement weather on the day of your event,** reservations may be rescheduled or refunded. Contact the Parks and Recreation office the **next business day** at parksandrec@firstcity.org or (913) 651-2203.

UPKEEP: The Parks Maintenance staff works very hard to maintain all city parks and shelter areas. Each day, parks with scheduled reservations are checked by a member of the team. Trash barrels are emptied, bathrooms are cleaned, and shelter areas are swept. The park is still open to the public, so there may be some use of the park prior to your arrival. If there is a significant issue with the shelter area, call the cashier at (913) 651-2132, and they will contact Park Maintenance.

OTHER ISSUES: For any issues involving people not clearing the shelter area during your reserved day or other disturbances, call the non-emergency line at the **Leavenworth Police Department at (913) 651-2260**. Be sure to have your permit with you to show the officer.

*Leavenworth parks are maintained for your enjoyment.
Please help our department keep your parks clean and orderly.
Thank you for your cooperation!*