

## PLAZA/PATIO RENTAL

Name \_\_\_\_\_ Organization \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ St. \_\_\_\_\_ Zip \_\_\_\_\_

Location:     East Plaza     Patio at Jordan Valley Maintenance Office

**\$100.00 Charge for 4-hour period**                      **\$200.00 Charge for 8-hour period**  
 (The Maintenance Office Patio closes at 9:00 p.m., in-season)  
 (Depending on rental times, there may be a before or after-hours fee. Please ask.)

Date Requested: \_\_\_\_\_ (Minimum 30 days in advance required)

Time Requested: Start \_\_\_\_\_ Finish \_\_\_\_\_

Music?    Yes    No

*(If music is to be part of your activity, you must obtain written consent from the Director of Parks. A space has been provided at the bottom of this form for his signature. For our information, you must attach a separate letter requesting that permission, and detailing the type of music, amplification, etc. you are anticipating be approved. Park rules set forth in Section 82-1 of the Springfield City Code are applicable.)*

Charging Admission?    Yes    No            If yes, how much? \_\_\_\_\_

**On a separate sheet, describe specifically what you have planned, outlining:**  
 a) number of attendees expected b) any setup of tables, chairs, etc. c) specifically the kind of event and activities you have planned.

**Jordan Valley Park PARK USE POLICIES:** 1) No vehicles will be allowed IN THE PARK; unloading and loading must be done from curb side and then vehicles moved immediately. 2) Entrance to the Park must be left unobstructed at all times. 3) Please observe fountain rules. 4) No alcohol is allowed in public parks. 5) You have the East Plaza for rental time only. Park closes at 11 p.m. 6) You are responsible to put all litter in trash containers. If the containers provided by Parks staff are not sufficient, then you are responsible for removing the litter from the Park site. 7) The outlined Ice Park East Plaza is the only area included in this reservation. 8) There is a separate charge for any electrical or water hookups. GENERAL PARK RULES ARE POSTED AT THE SITE. Park rules set forth in Section 82-1 of the Springfield City Code are applicable.

**Please attention: Jordan Valley Ice Park on all correspondence.**  
**Mail to: Jordan Valley Park, 625 E. Trafficway, Springfield, MO 65806**  
**-or- E-Mail: [tmetzelt@springfieldmo.gov](mailto:tmetzelt@springfieldmo.gov) Phone: 417-866-7444**

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**FOR PARK USE ONLY**

Request Reviewed By \_\_\_\_\_ Date \_\_\_\_\_

Director's Approval for Music \_\_\_\_\_ Date \_\_\_\_\_

Amount of Payment Received \_\_\_\_\_, Check # \_\_\_\_\_ Date \_\_\_\_\_

Applicant Notified By \_\_\_\_\_ Date \_\_\_\_\_



**Patio at Jordan Valley Maintenance Office:**

**Covered seating for 88, Close Parking, Restrooms, along the Greenway Trail.  
Attached to the Jordan Valley Ice Park parking lot (north side, see inset map).**

