



## PICNIC SHELTER RESERVATION POLICY

**Due to the increasing demand for the use of the park picnic shelters, the following reservation policy has been implemented:**

Persons interested in reserving the picnic shelters can stop by the Sundance City Hall during regular business hours, which are 8 a.m. to 5:00 p.m. Monday through Friday or call 307-283-3451.

Reservations can be made up to one year in advance of the date of scheduling.



1. A City of Sundance Picnic Shelter Reservation permit will be issued upon receipt of the **non-refundable** fee.
2. The Picnic Shelter Reservation Permit will be a carbon copy permit and will include: Name of party, phone number of party, date of function, time of function, shelter location, signature of city official, **one copy to be posted at the shelter by the reserving party**, one copy retained by the City Hall office, one copy retained by the Sundance Police Department.
3. The fee schedule will be as follows: \$15.00 for a half day (includes tax) \$25.00 for a full day (includes tax)
4. It will be the responsibility of the party to place the permit on the clipboards provided at the shelter at least one day in advance of the event.
5. If permit is not present at the shelter, the shelter will be available on a first come first served basis.
6. Fees collected will be earmarked for park improvements such as: additional shelters, picnic tables, grills, etc.

For problems, please call the following:  
Monday – Friday, 8 a.m. – 5:00 p.m.  
Sundance City Hall at 307-283-3451

After business hours and on weekends:  
Sundance Police Department, 307-283-3000

**Shelters Available: Clarenbach Memorial Park—1 large shelter & multiple picnic tables. Located at the corner of 2<sup>nd</sup> St. & Park Ave.**

**Washington Park—multiple individual shelters with picnic tables. Located at the West edge of Sundance Pond between the Sundance Country Club and High School.**

**BOTH PARKS HAVE ADA COMPLIANT RESTROOMS**