



PECULIAR PARKS AND RECREATION

OVERNIGHT CAMPING POLICY

Location: Cass County, Missouri,
Agency: Peculiar Parks and Recreation Department

I. STATEMENT OF NEED

In the Peculiar Municipal Code, under Chapter 225: Parks & City Lake Park, Section 225.130: there is a need to designate a policy for the reservation of overnight uses that assigns a specific area for overnight camping for scouting-type groups and protects the campers, park neighbors, and the City of Peculiar from liability, misuse, and potential conflict.

II. AUTHORITY AND RESPONSIBILITY

The Peculiar Park Board carries the primary responsibility to recommend policies to govern the operation and programs of the Parks and Recreation Department, assist in planning activities and events, and give guidance for expansion of parks and recreation facilities.

III. STATEMENT OF PHILOSOPHY

The philosophy of Peculiar's Park Board is that overnight camping shall be allowed for small groups of children when properly planned, insured, and supervised. Since the camping excursions would require the Department to reserve the picnic shelter for the exclusive use of the Scout-type group during the camping reservation period, the fees regularly associated with the rental of the City Lake Shelter and City Lake Pier shall be applicable to the reservation of the area for overnight camping.

IV. OVERNIGHT CAMPING PROGRAM

1. **The Application:** A completed application for overnight camping shall be submitted to the department no later than three weeks prior to the requested reservation date. The application shall consist of the official picnic shelter reservation form and 1 additional "camping permit". Payment of the reservation fee shall be made at the time the application is submitted. The camping permit form shall include the name of the lead adult supervising the event, contact address, contact phone number, the name of the organization sponsoring the event, a summary list of activities planned for the event, a list of adult supervisors spending the night in the park, the number and ages of the children expected to attend, dates and times requested for the overnight event, and organization approval by signature of an authorized representative of the organization (i.e., scoutmaster, etc.).

2. **Eligible Groups:** Groups permitted to camp overnight in City Lake Park include, but are not limited to, Boy Scouts, Girl Scouts, 4-H groups, Awana Clubs, and other similar adult-led children's groups. Families, adult organizations, and groups of unsupervised children are not permitted to camp in the Park.
3. **Adult Supervision Ratios:** In an effort to maintain a safe and friendly park camping experience for the children and the park neighbors, all groups must be supervised by a minimum ratio of 1 adult to every 5 children in attendance. A minimum of 2 adults must be present overnight with every group, regardless of the number of children in attendance. Adult supervisors must remain in the park with the children during the entire event.
4. **Proof of Insurance Required:** Proof of insurance for the event must be provided by the organization when the application for reservation is submitted.
5. **Notification of Emergency Services:** It shall be the responsibility of the camping group's contact person for the event to notify the Peculiar Police Department and the West Peculiar Fire Protection District of the event and any activities, including campfires, which might require department approval or emergency assistance. A signature line for representatives of the Police and Fire Departments shall be included in the camping permit and must be signed prior to making application for reservation.
6. **Notification of Park Neighbors:** It shall be the responsibility of the camping group's contact person to notify the neighbors surrounding the Park of the camping event. A standard notice and neighbors' addresses shall be given to the contact person upon application to be distributed two to three days before the camping event.
7. **Limitations:** Upon signing the application for reservation, the camping group's contact person agrees to enforce the following limitations on use during the event:
 - a. **Quiet Time:** Campers shall observe a period of quiet time from 11:00 p.m. until 7:00 a.m.
 - b. **Location of Tents:** All tents must be placed in such a way as to leave the greatest possible distance between the residential housing and the camping area as is feasible.
 - c. **Rental Equipment:** The use of any recreational rental equipment, like inflatable bouncers/moonwalks, must be legal for use in the parks and must be accompanied by proof of insurance from the rental company providing such equipment.
 - d. **Park Regulations:** All Park Regulations listed in Chapter 225 of the Peculiar Municipal Code shall be followed. Permission for exceptions to the Park Regulations may only be granted by the City Council.

V. ANNUAL REVIEW

The Peculiar Park Board shall review this Overnight Camping Policy as needed to ensure the best possible service to the public.

City Lake – Overnight Camping



Notification Addresses:

11808 E 233rd St.
11906 E 233rd St.
12201 E 233rd St.
12209 E 233rd St.
12301 E 233rd St.
12311 E 233rd St.



Camping Location





PECULIAR PARKS AND RECREATION OVERNIGHT CAMPING PERMIT

Keep a copy of this permit for your records. It is advised to have this form at the Park with you as proof of your exclusive use.

Peculiar Parks & Recreation

CAMPING PERMIT

Main Contact Person: _____

Organization (if applicable): _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Email: _____ **Phone:** _____

Reservation Date(s): _____ **Day(s) of the Week:** _____

Arrival Times: _____ **Check-Out Times:** _____

Purpose of Event: _____

Main Activities: _____

Overnight Camping Regulations

- ✓ No driving or parking on grass. Parking is allowed only in designated areas.
- ✓ No alcoholic beverages permitted.
- ✓ No horses, or other animals, model airplanes, go-carts, mini-bikes, or ATV's.
- ✓ Pets must be on a leach while at the park. Pet waste must be removed and disposed of properly.
- ✓ No open burning permitted in areas not designated or approved by emergency services
- ✓ No removal of or damage to park property or picnic tables.
- ✓ No climbing on buildings or structures not erected for this purpose.
- ✓ The City of Peculiar is not responsible for personal items left in the parks.
- ✓ Vendors, soliciting, signs and other advertisements are prohibited without proper permission.
- ✓ Cancellations made in writing 7 days prior to event may be issued a refund. Cancellations made 6 days or less prior to event may be issued a credit.
- ✓ Reschedules due to inclement weather must be made the 1st business day following the event.
- ✓ Parks are serviced regularly during the Picnic season. The department cannot, however, guarantee that other residents will not use your shelter before you get there.
- ✓ Camping Curfew begins at 10pm – No additional vehicles or persons may enter or leave the park between 11pm – 6am

Chief of Police, Peculiar PD

Date

Fire Chief, West Peculiar Fire

Date

I understand that I am responsible for ensuring that the area I am scheduling to use meets the accessibility, activity, and maintenance needs of my group. I understand that I am responsible for any damage to park property that occurs during my event. I take responsibility for the safety and welfare of those adults and children listed on this permit and any additional people present during our overnight stay. Furthermore, I have read and understand the park rules in which our event shall abide by.

Authorized Group/Organization Representative _____ DATE _____



PECULIAR PARKS AND RECREATION
250 South Main
Peculiar, MO 64078
816-779-2225

Adults Present:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

Children Present:

Age / Grade

- | | | Age / Grade |
|-----|-------|-------------|
| 1. | _____ | ____/____ |
| 2. | _____ | ____/____ |
| 3. | _____ | ____/____ |
| 4. | _____ | ____/____ |
| 5. | _____ | ____/____ |
| 6. | _____ | ____/____ |
| 7. | _____ | ____/____ |
| 8. | _____ | ____/____ |
| 9. | _____ | ____/____ |
| 10. | _____ | ____/____ |
| 11. | _____ | ____/____ |
| 12. | _____ | ____/____ |
| 13. | _____ | ____/____ |
| 14. | _____ | ____/____ |
| 15. | _____ | ____/____ |
| 16. | _____ | ____/____ |
| 17. | _____ | ____/____ |
| 18. | _____ | ____/____ |
| 19. | _____ | ____/____ |
| 20. | _____ | ____/____ |
| 21. | _____ | ____/____ |
| 22. | _____ | ____/____ |
| 23. | _____ | ____/____ |
| 24. | _____ | ____/____ |
| 25. | _____ | ____/____ |

Please use an additional
sheet if needed.

DATE: _____



Peculiar City Lake Neighbor:

A supervised overnight camping event has been approved by the Peculiar Parks and Recreation Department. Our group will be camping near the picnic shelter and main use area of City Lake Park on the following dates:

_____ evening into

_____ morning.

The group plans to have tents and a campfire that will be approved by the West Peculiar Fire District personnel. If you have any questions regarding the overnight camping event, please contact the Peculiar Parks and Recreation Office at 779-2225 during regular business hours.

Sincerely,

(Name)

(Organization)

Authorized by:

Nathan Musteen, CPRP
Director of Parks & Recreation
City of Peculiar, Missouri