

FACILITY SALES RECEIPT

Receipt # 6350025  
Payment Date: 01/19/2024  
Household: 103018  
Hm Ph: (573)874-7239



HISTORICAL PRESERVATION COMMISSION  
701 E BROADWAY  
COLUMBIA MO 65201

Columbia Parks and Recreation  
PO Box 6015  
Columbia MO 65205  
Phone: (573)874-7460  
Register Online! [www.CoMo.gov/ParksandRec](http://www.CoMo.gov/ParksandRec)

Reservation Details: Stephens Lake Park, Riechmann Pavilion

Address: 2001 East Broadway, Columbia, MO, 65201  
Reserv. Contact: Historical Preservation Commission  
Phone Number: (573)874-7239  
Reserv. Number: 83374  
Status: Firm  
Purpose: Most Notable Properties - Historic Preservation Commission  
Anticipated Count: 150

	<u>Date(s) And Times</u>	<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
	Wed 05/08/2024 8:00A to 11:00P	400.00	400.00	0.00	0.00	400.00
Misc Fac. Comments:	Address for Riechmann Pavilion at Stephens Lake Park is 2300 E. Walnut Street, Columbia, MO 65201					

Visit our website at [como.gov](http://como.gov). Type "Riechmann" in the search box to see facility pictures and details!

RIECHMANN PAVILION RULES and REGULATIONS

This facility is owned by the City of Columbia. All rentals are subject to inspection by any City employee during the paid reservation time.

If you have a question or problem with the facility, please call 573-874-7460 during normal business hours. For after hours facility assistance, contact the Activity and Recreation Center (ARC) at 573-874-7700 and they can contact a Parks and Recreation staff person to assist you. To dispatch a Park Ranger please call 311 or the non-emergency police number at 573-442-6131.  
For all EMERGENCIES, call 9-1-1.

1. Reservation Time Frame: There may be reservations scheduled before or after your reservation. Entering the facility is authorized ONLY during the hours that you have reserved and paid for. Items are not allowed to be brought into the facility prior to or after your paid reservation time frame. (Please refer to the reservation hours on your receipt.) The Parks and Recreation Department is not responsible for lost or stolen items left in the facility.

Please note that the custodial staff cleans after every rental at 11:30 pm. If your event is not over and efforts are not being made to clear the facility, your \$200 deposit may not be refunded and future rental privileges will be lost.

2. Facility Key and Security System: A key is required to enter the building. There is a security system in the building. There is a \$200 deposit required to obtain the key and security code for the building.

Key may be picked up the day of reservation between 8 am-4 pm, Monday-Friday. Weekend rentals - pick up key on Friday prior to 4 pm (office is closed Saturday and Sunday).

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YOU MUST PICK UP THE KEY AND INSTRUCTIONS FOR DISARMING THE ALARM ONLY AT THE PARKS & RECREATION OFFICE LOCATED AT 1 S. 7th STREET.

The key must be returned the next business day by 12 pm following the event to ensure refund of your deposit. Fifty dollars (\$50) of the deposit will be retained if the key is not returned THE NEXT BUSINESS DAY.

3. Cleaning and Checkout: Guidelines for cleaning and checkout are posted in the building. The deposit will be forfeited if the building is not cleaned according to the cleaning instructions on the checkout procedure. Otherwise, the deposit will be returned approximately two to three weeks after the rental. If renter fails to lock the facility and/or set the security alarm, a \$25 fee will be retained from the deposit.

4. REFUND POLICY: If the remainder of the rental fee is not paid sixty (60) days prior to the event, the Department of Parks & Recreation will consider the reservation canceled and may rent the facility to another individual, business, or organization, if requested. The Department will refund 50% of the required deposit. Transfers to a different date must be requested at least 60 days in advance, transfers will not be granted if requested less than 60 days.

If a reservation is canceled less than sixty (60) days, NO REFUND will be issued.

5. Group Limit, Chaperones, and Conduct: Maximum group size for this building is 150 persons. Chaperones will maintain order at the event. Amplified music is permitted, but must be kept to a reasonable level. Unusual rowdiness or abuse of person or property can result in immediate termination of reservation.

Minimum chaperone requirements are as follows:

- 1 adult over the age of 21 per 10 youth.
- 1 adult over the age of 25 per 15 youth.

6. Not Allowed:  
No smoking allowed inside the building.  
No decorations shall be affixed in any manner to painted walls.  
No rice, confetti, etc. can be used on the premises.  
No weapons, even those held by a concealed weapons permit, are allowed in the building.  
Tables and chairs from the building not allowed outdoors.  
No sale of alcoholic beverages.

7. Allowed:  
Renter may provide their own decorating supplies (not affixed to walls).  
Bird seed (instead of rice) is allowed outside.  
Food and beverages are allowed throughout the facility.  
Alcohol is permitted (but, no sale of alcohol). Renter and guests must comply with all city, county, state and facility regulations, including state liquor laws.  
You may rent chairs and tables or bring your own for outdoor use. (Tables and chairs in facility stay indoors.)

8. Parking: Users of Riechmann are not to park outside the parking lot on the streets surrounding Riechmann Pavilion. Violation of this rule may result in the issuance of tickets and/or citations.

9. Park Hours: Park closes at 11:00pm.

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Processed on 01/19/24 @ 3:29pm by LJK	Total New Fees	400.00
	Discount Applied	0.00
	Total New Taxes	0.00
	Total Due	400.00
	Total Fees Paid	0.00
	Total Taxes Paid	0.00
	Total Paid	0.00
	Balance From Receipt	400.00

Household Balance Information

Overall Household Credit Balance Available	0.00
Overall Household Balance Due	400.00

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Register online or check facility rental availability with WebTrac! Visit  
<http://www.como.gov/ParksandRec/Webtrac>  
Contact us at 573-874-7460 during normal business hours for your User Name and Password.

WE ARE HIRING! Join the Parks and Recreation team! A variety of jobs are available including lifeguards, park workers, swim instructors, golf course attendants, horticulture and mowing crew, and more. Check out openings and apply at <https://www.gocomojobs.com/>

Follow us on social media: FACEBOOK, INSTAGRAM, TWITTER: @ COMOParksandRec  
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