



**STATE OF MISSOURI**  
 Office of Administration  
 Division of Facilities Management, Design & Construction  
 Harry S Truman Building  
 301 West High Street, Room 730  
 Jefferson City, Missouri 65101  
 Telephone: (573) 751-3249 FAX: (573) 526-9821  
 e-mail: FMDCCONF@oa.mo.gov

## *Application for use of Carnahan Memorial Gardens*

### APPLICANT INFORMATION:

Contact Name		
Mailing Address		
City	State	Zip
Phone Number		
Day:		Evening:
FAX Number	E-Mail Address	

### ACTIVITY INFORMATION

Activity Name			
Type of Activity <input type="checkbox"/> Rally <input type="checkbox"/> Wedding <input type="checkbox"/> Other <span style="margin-left: 600px;">Please specify:</span>			
Is Electricity needed: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Activity Date:		Number Attending:	
Pre-Access Time:	Activity Start Time:	Activity End Time:	Clean-Up Time:
Additional Times Requested (Wedding Rehearsals):			
Date:			
Time: _____ to _____			

**Signature:** \_\_\_\_\_  
 (By signing this form you agree to conditions of the Guidelines for use of the Carnahan Memorial Gardens)

This form can be made public knowledge, if requested.

**Complete the application and mail it to the address above**

## **Reservation Procedures for the Carnahan Memorial Garden**

The Office of Administration is responsible for the scheduling of activities held at the Carnahan Memorial Garden.

*Please note: The Carnahan Memorial Garden is considered an extension of the Governor's Mansion grounds and its use is at the discretion of the governor.*

### **Guidelines for use of the Carnahan Memorial Garden:**

1. Reservations can be made for official state functions, rallies, and some private functions.
2. Weddings are allowed.
3. No alcoholic beverages are allowed.
4. Fundraisers are not allowed, whether for profit or not.
5. Reservations for private photo sessions, picnics or private gatherings can not be made. However, these activities are allowed if no other event is going on.
6. Site amenities may be brought in for events, i.e. chairs, tables, etc. These are the sole responsibility of the user.
7. Items that require anchoring into the ground are not permitted, as the area is covered by an underground lawn irrigation system.
8. Any activity that does damage to the sidewalks or lawns is prohibited.
9. The reserving party is responsible for proper cleanup of the area and disposal of all trash. Please be aware that another event may precede or follow your event, so allow time for setup and cleanup of your event when submitting your application.

### **To reserve the Carnahan Memorial Garden:**

1. Applications will not be accepted prior to the first of the month for any date within that month for the following calendar year.  
**Example:** If today is August 22, 2008, and you would like to reserve a date in September of 2009, your application will not be accepted prior to September 1, 2008.
2. Reservations are limited to six hours maximum per event.
3. Print the Carnahan Memorial Garden Reservation Application.
4. Complete the application and mail it to:

Office of Administration  
Division of Facilities Management, Design & Construction  
P. O. Box 809  
Jefferson City, MO 65102

### **Application Approval Process:**

1. Applications are considered on a first come, first serve basis.
2. A confirmation letter and permit will be sent to the approved applicant. The approval process generally takes up to 5 business days.

### **Cancellations:**

For cancellations please contact us in writing as soon as possible.