

How to Make ONLINE SHELTER RESERVATIONS

- **CLICK the “ONLINE RESERVATIONS”** icon located below the large photo on the homepage at makeyourdayhere.com.
- **SIGN-IN by entering your Username and Password.** If you do not already have an account you will need to create one. “Click Here” after “Need an Account” if you need to create one.
- **SELECT YOUR SHELTER PREFERENCE:** Blue Springs, Jacomo, or Longview. A map of the shelters will appear. For Blue Springs and Jacomo, you can select an individual shelter you want to look at. For all three, you can click on the words “Click Here to search All Shelters” at the top of the maps.
- **REFINE YOUR SEARCH.** Enter the date you are interested in. If you want to refine your search to include only a particular shelter level such as a Premier or Standard, you can do so at this time. You can also limit your search to just one of our lake facilities, such as Longview, Blue Springs, or Jacomo. Enter your approximate head count and select “Submit”.
- **SELECT THE SHELTER OF YOUR CHOICE.** You will see a list of all the shelters meeting your search criteria. Below each shelter, there will be a green or a red button that says 10:00 am – 8:00 pm and either Available or Unavailable. Select the available shelter of your choice and a light green box will appear at the bottom of the screen. Select “Add to Cart”.
- **ADD ANY APPLICABLE PERMITS** (if applicable). A non-refundable permit is required for catering, tables, chairs, bounce houses or other inflatables. Contact the Administration Office (816-503-4805) to request your permit application. You do not need to request a permit at the time of reservation. Permits must be filled out by you and your vendor and returned to **us no later than 3 business days prior** to your event.
 - a. **A CATERING PERMIT** is only required if an outside vendor is delivering to the shelter. If you pick up the food yourself, you do not need a catering permit.
 - b. **ANY PROVIDER (except caterers) must provide proof of liability insurance.**
- **READ the Jackson County Parks + Rec Rules & Regulations**, check **“I agree with the above”** and click “Continue”.
- **REVIEW YOUR RESERVATION** to make sure everything is correct.
- **CLICK “Proceed to Checkout”** - Review the Summary of Charges, enter the Payment Method and the Billing Information and click “Continue”.
- **ENTER YOUR CREDIT CARD INFO AND BILLING ADDRESS** on the payment screen. We accept Visa, MasterCard and Discover.

- a. You will receive a PDF copy of your receipt at the email address listed in your household account. Read through the rules and regulations for Jackson County Parks + Rec attached to the receipt.
- **TRANSFERS & CANCELLATIONS** must be received at least 10 days prior to your event to receive a refund, as agreed to in the rules and regulations.
 - **CONTACT THE ADMINISTRATION OFFICE at (816) 503-4805** during business hours with any questions.
 - **THANK YOU FOR CHOOSING TO “MAKE YOUR DAY” IN OUR JACKSON COUNTY PARKS!**