



# OUTDOOR ATHLETIC FACILITY RENTAL RELEASE & WAIVER FORM

70865

Responsible Agency: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Purpose of Rental: \_\_\_\_\_

Activities or Equipment that you will setup during this rental: (electrical, tents, inflatables, etc.)  
\_\_\_\_\_

Date(s) of Rental: \_\_\_\_\_

Time of Rental: From: \_\_\_\_\_ To: \_\_\_\_\_

Number of Participants Expected: \_\_\_\_\_

### Outdoor Facility to be Rented:

- SOFTBALL** (11 total fields, 7 of which can be reserved at Lampkin Park and/or Hobson Grove Park; \$25 a team or \$25 an hour; \$40/team if using fields more than one day. Add \$25/Hour for any time beyond 11:00 p.m. **Requested Field(s):** \_\_\_\_\_)
- BASKETBALL** (12 total Outdoor courts at Lampkin, Kereiakes, Covington Woods, West Side, Reservoir Hill, Roland Bland, and Pedigo Parks; Parker-Bennett Center; \$20 an hour. **Requested Outdoor Court(s):** \_\_\_\_\_)
- TRAILS:** (2 total trails at Kereiakes and Preston Miller Parks; \$100 per 4 hours, includes shelter.) **Requested Trail:** \_\_\_\_\_
- VOLLEYBALL** (6 Total Outdoor Courts at Preston Miller and Lampkin Parks; \$20 an hour. **Requested Outdoor Court(s):** \_\_\_\_\_ **Indoor Court(s):** \_\_\_\_\_)
- TENNIS:** (17 total courts at Kereiakes, Roland Bland, Covington Woods, Lampkin and Parker Bennett; \$5 an hour per court). **Requested Courts:** \_\_\_\_\_
- SOCCER:** (8 Bermuda and 5 fescue fields at Lovers Lane Park; \$75 per field per day, with additional fees payable to the SOKY Soccer Organization). **Requested Fields:** \_\_\_\_\_
- FUTSAL:** (1 Indoor at Carr Gym – contact 393-3583; 1 Outdoor at Lampkin Park, @20/hour). **Requested Field/Court:** \_\_\_\_\_

### Parks Facility Rental Policy:

1. All city, state, and federal laws, statutes, ordinances, and policies must be obeyed. No alcoholic beverages, illegal substances, deadly weapons or profanity are permitted on City Property! The discipline of participants and spectators must be assured by the tournament/event sponsor. The Parks and Recreation Department or its representative may invoke disciplinary measures on unruly participants or spectators. Disciplinary action invoked by the City of Bowling Green will also apply in the Warren County, Glasgow, and Daviess County Programs as well.
2. Smoking is not permitted in dugouts, softball fields, soccer fields, or on any courts.
3. A \$50 non-refundable deposit to reserve the facility is required at least 30 days prior to the reservation. The deposit will be applied toward the field rental fee. In the event that the event is cancelled due to weather, the deposit will be refunded if no games are played.
4. The renter is responsible for facility clean-up. A refundable \$250 clean-up/damage deposit is required to be paid along with the rental deposit. The fields, spectator area, parking lot, and other player or spectator areas around the fields/courts must be left clean and undamaged. If not left in a clean state, the Parks and Recreation

Department will clean the area at the current labor rate and take this and/or any damages out of the deposit. Any facility deficiencies or damages noted prior to the scheduled event must be reported to the Parks Staff immediately, or risk of losing deposit.

5. A Park Attendant will be furnished by the Parks and Recreation Department, if deemed necessary. Their only purpose is to make facilities available and clean restrooms.
6. In order to prevent damage to the fields, the Park Attendant and /or Parks and Recreation Department reserves the final authority to postpone or cancel the event. Umpires/Officials must be directed by tournament officials to use their best judgment concerning safety for the players.
7. The contracted concessionaire has first right to sell their goods at all activities at the park. The renter may provide concessions only through written permission from the current concessionaire. It is the renter's responsibility to obtain any relevant occupational licenses through City Hall (270-393-3639) in the event that they intend to sell products on city property. **Any** vendors **MUST** clear proposed sites with Maintenance Supervisors.
8. Tents 120 square feet or less do not require a tent permit. It is the renter's responsibility to obtain a permit for tents exceeding this size. There is a charge for tent permits. Tent permits can be obtained through Housing and Community Development at City Hall (270-393-3641) if you intend to erect a tent or structures on city property. If tents are to be erected, this **MUST** be cleared with Parks and Recreation Maintenance Supervisors.
9. The Parks and Recreation Department is not responsible for any expenses incurred by groups renting the fields. If a group has more than one reservation date, all prior expenses and bills must be paid before conducting the next event. The Parks Department is not responsible for any liability incurred by the renting group.
10. Because injuries do occur during athletic events, it is recommended that the renter secure blanket medical coverage or that all individual medical insurance. All participants must sign a waiver and release form provided by the Parks and Recreation Department or event sponsor prior to playing waiving the City of Bowling Green and its elected and appointed officials from any liability. Properly trained and certified emergency personnel should be present at all times.
11. Game officials must be licensed by the sponsoring association. Furthermore, the sponsoring association shall provide a certificate of insurance for at least \$1 million in liability coverage naming the Bowling Green Parks and Recreation Department and the City of Bowling Green and its elected and appointed officials as additionally insured. The sponsoring association and its designated event director are responsible for all expenses incurred by the event and must pay all bills and personnel before another tournament is allowed.
12. Fields rented will be dragged, marked off, and bases put out for the first game only; anything thereafter will be your responsibility. In the event of uncooperative weather at softball fields, water is **NOT** to be pushed into the grass, nor is any foreign substance to be used to accelerate drying other than that prescribed by the Parks and Recreation Department. Use of Diamond Dry and/or Turface products will cost an additional \$8 per bag used; bags of marble dust and cans of spray paint for grass fields used have an associated cost of \$5 per unit.
13. A copy of the event schedule complete with associated times must be submitted at least a week before the event and may be faxed to (270) 393-3603.

**Release and Waiver Statement:**

*The responsible party/renter agrees to waive, release, absolve, indemnify, and to hold harmless and defend the Bowling Green Parks and Recreation Department's employees, City of Bowling Green, its' elected and appointed officials, and employees from and against any and all claims, suits, actions, damages and/or causes of action arising during the term of this agreement, for any personal injury, loss of life, and liability incurred in and about any such claims the investigation thereof of the defense of any action process brought thereon and against any orders and/or judgments that may be entered therein.*

*By signing, I have read, understand, agree, and will abide by this policy.*

\_\_\_\_\_  
Responsible Party/Renter Signature & Date

\_\_\_\_\_  
Dept. Representative Signature & Date

\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\*

Rental Fee \$ \_\_\_\_\_ Cleanup Fee \$ \_\_\_\_\_ Other Fees \$ \_\_\_\_\_

Paid By:      Check \_\_\_\_\_ Cash \_\_\_\_\_      Received By \_\_\_\_\_