



# FACILITY REQUEST FORM

Today's Date: \_\_\_\_\_ (Reservations are accepted on a first come first serve basis. We can check availability by phone, but to make a reservation you must complete this form and it will be pending Rec Manager review and our staff availability.)

**Payment is due immediately following Rec Manager approval. Rentals within two weeks will not be considered.**

Date of rental must be during the current calendar year. We will begin accepting reservations for next year in January.)

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Purpose of Rental: \_\_\_\_\_  
(Review Rules and Regulations on Page 2)

Date(s) of Rental: \_\_\_\_\_ Time of Rental: From: \_\_\_\_\_ To: \_\_\_\_\_ Total Hours: \_\_\_\_\_  
(Include setup/decoration time in Time of Rental.)

Number of Participants Expected: \_\_\_\_\_ Type of Setup:  Tables and Chairs  Chairs Only  Special Setup-attach sketch

### Parker-Bennett Community Center (capacity 75)

Available Saturday 9:00am-8:00pm, Sunday 12:00pm-8:00pm; Closed Holidays/Holiday Weekends  
Closed during the months of June and July.

\_\_\_\_\_ \$75 up to 3 hours, \$25 each additional

### Bowling Green Community Center

#### \_\_\_\_\_ Multipurpose Room (capacity 49)

Available Monday-Friday 8:00am-2:00pm; Saturday-Sunday 9:00am-8:00pm; Closed Holidays/Holiday Weekends  
Closed during the months of June and July.

Monday thru Thursday: \$45 up to 3 hours, \$15 each additional

Friday thru Sunday: \$75 up to 3 hours, \$25 each additional

#### \_\_\_\_\_ Large Conference Room (capacity 49)

Available Monday-Friday 8:00am-10:00pm; Saturday-Sunday 9:00am-8:00pm; Closed Holidays/Holiday Weekends  
Closed during the months of June and July. Meeting Room only, no food or drink allowed.

Monday thru Thursday: \$45 up to 3 hours, \$15 each additional

Friday thru Sunday: \$75 up to 3 hours, \$25 each additional

#### \_\_\_\_\_ Community Room (capacity 150)

Available Monday-Friday 8:00am-10:00pm; Saturday-Sunday 9:00am-8:00pm; Closed Holidays/Holiday Weekends  
Closed during the months of June and July.

Monday thru Thursday: \$75 up to 3 hours, \$25 each additional

Friday thru Sunday: \$120 up to 3 hours, \$40 each additional

#### \_\_\_\_\_ Sid-Carr Gymnasium (Must contact Recreation Division Manager for availability.)

Available Monday-Friday 8:00am-5:00pm; Saturday-Sunday 9:00am-8:00pm; Closed Holidays/Holiday Weekends  
Closed during the months of June and July. Closed Saturday-Sunday during December, January, and February.

\_\_\_\_\_ One Court: \$100 for 3 hours, \$30 each additional

\_\_\_\_\_ Full Gym (Two Courts): \$200 for 3 hours, \$60 each additional

### Kummer-Little Recreation Center

#### \_\_\_\_\_ Multipurpose Room (capacity 49)

Available Monday-Friday 8:00am-5:00pm; Saturday-Sunday 9:00am-8:00pm; Closed Holidays/Holiday Weekends  
Closed during the months of June and July. Closed Saturday-Sunday during December, January, and February.

Monday thru Thursday: \$45 up to 3 hours, \$15 each additional

Friday thru Sunday: \$75 up to 3 hours, \$25 each additional

#### \_\_\_\_\_ Gymnasium at Kummer-Little

Available Monday-Friday 8:00am-5:00pm; Saturday-Sunday 9:00am-8:00pm; Closed Holidays/Holiday Weekends  
Closed during the months of June and July. Closed Saturday-Sunday during December, January, and February.

\_\_\_\_\_ One Court: \$100 for 3 hours, \$30 each additional

\_\_\_\_\_ Full Gym (Two Courts): \$200 for 3 hours, \$60 each additional

**\*Reservation form is not valid unless page 2 is signed.**

**FACILITY RENTAL RULES & REGULATIONS**

- All activities held on City property must comply with the City of Bowling Green City ordinances. Alcohol usage, assembly to preach, or political activity usage is prohibited by City ordinance.
- Smoking is strictly prohibited.
- Please observe the date, time and location indicated on your reservation. If incorrect please contact Parks Administrative Office as soon as possible.
- Bowling Green Parks and Recreation staff will setup the tables and chairs. All supplies including, but not limited to tablecloths, silverware, plates, glassware, napkins, decorations, etc. will be supplied by the renter. All decorating/set-up and clean-up must be done within the time frame rented and done by the renter. No tape or nails on walls, wood surfaces including furniture or ceiling panels. All tables must be cleared at the end of the rental. The use of candles is prohibited. Trash needs to be placed in the trash cans.
- Any stains or damage to equipment, carpet, furniture, walls or structure is the responsibility of the renter and must be cleaned/and or repaired to the City's satisfaction or the City reimbursed for all costs.
- Accidents, injuries, and/or damage to property are to be reported to the Parks Administrative Office as soon as possible.
- Any reservation open to the public, i.e., dances, concerts, food service, or general entertainment is prohibited. Publicity and signs, provided by the organization or an individual, must not give the impression that the City of Bowling Green sponsors the program or event and must be pre-approved by Parks Director or his/her designee.
- Fee collection including fundraising or sales by any individual, group, business or agency other than the City of Bowling Green is prohibited on City property. Requests to use the facility for fundraising efforts sponsored by charitable non-profit organizations will be considered.
- Any reservation that may potentially pose a risk of damage or injury will be reviewed by Risk management and may require a Certificate of Insurance naming the City of Bowling Green as an additionally insured party.
- The renter must be on the premises at all times during the rental hours. Youth 21 and under must have adult supervision at all times.
- NO Refunds.

**Release and Waiver Statement:**

The responsible party/renter agrees to waive, release, absolve, indemnify, and to hold harmless the Bowling Green Parks and Recreation Department's employees, City of Bowling Green, its' officials, 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

*****OFFICE USE ONLY*****			
Rental Fee \$	_____		
Paid By:	Check _____	Cash _____	Date Pd: _____ Rcpt' #: _____ Received By _____