

City of Bowling Green
Fire Department
625 EAST 6th AVE.
BOWLING GREEN, KENTUCKY 42101
www.bgky.org

Greg Johnson
Fire Chief

Todd Napier
Deputy Chief

Phone 270-393-3702



David McCarty
Deputy Chief

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Asst. Chief of Prevention

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City of Bowling Green Fire Department
Facility Reservation Form

This form must be completed to obtain a reservation. Reservations are accepted on a first come first serve basis. To check availability by phone, call 393-3702. The Bowling Green Fire Department reserves the right to refuse any reservation and/or cancel any reservation it deems necessary.

Responsible Agency (or individual) _____

Contact person _____

Address: _____

City: _____

State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

E-Mail _____

Purpose of use: _____

Facility to be reserved:

- Admin Bldg. - Conference room including restrooms and kitchenette. Suitable for approx. 80
- Station 6 – Conference room including restrooms. Suitable for approx. 15

Date of event: _____

Time of event: From: _____ To: _____

Number of participants: _____

City of Bowling Green
Fire Department
Facility use rules and regulations
(Please check boxes as you read.)

- 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.
- Facilities are intended for Fire Department training, scholastic activities, civic groups, and other approved training and educational purposes only. Social gatherings i.e., parties, concerts, food service, or other entertainment purposes are prohibited.
- Smoking and tobacco use is strictly prohibited.
- Please observe the date, time and location indicated on your reservation. If incorrect please contact administrative office as soon as possible.
- No tape or nails on walls, wood surfaces including furniture or ceiling panels. All tables must be cleared at the end of the reservation. The use of candles is prohibited. All trash must be removed upon conclusion of event. Dumpsters are available.
- Any stains or damage to carpet, furniture, walls or structure is the liability of the responsible party and must be cleaned and/or repaired to the city's satisfaction.
- 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.
- Youth 21 and under must have adult supervision at all times.
- Participants must remain within the area reserved during the event.

RELEASE & WAIVER

The responsible party/renter agrees to hold harmless the City of Bowling Green, it's 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, property and/or damage to property sustained in or about the said premises, and from and against all cost, expenses and liability incurred in and about any such claims the investigation thereof or the defense of any action process brought thereon, and from and against any orders and/or judgments that may be entered therein. The responsible party/renter also agrees that by signing below they will pay for any damages incurred while using the facility. Also by signing below, this certifies that the rules for use have been read and understood.

Responsible Party Signature

Date

Approved By

Date

PLEASE PRESENT THIS FORM TO FIRE DEPT PERSONNEL UPON ARRIVAL