

City of Bowling Green
Fire Department
701 EAST SEVENTH AVENUE
BOWLING GREEN, KENTUCKY 42101
www.bgky.org

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City of Bowling Green
Fire Department
Facility Reservation 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.

Responsible Agency (or individual)

Contact person _____

Address: _____

City: _____

State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

E-Mail _____

Purpose of use: _____

Dates: of event: _____

Time of event: From: _____ To: _____ Total Hrs: _____

Number of participants Expected: _____

City of Bowling Green
Fire Department
Facility use rules and 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 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. Trash needs to be placed in the trash cans.
- Any stains or damage to carpet, furniture, walls or structure is the responsibility of the renter and must be cleaned and/or repaired to the city's satisfaction.
- 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.
- 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.
- Youth 21 and under must have adult supervision at all times.

RELEASE & WAIVER

The responsible party/renter agrees to hold harmless the City of Bowling Green, its' 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