



REGULATIONS FOR USE OF FOUNTAIN SQUARE PARK

1. An organization or individual wanting to use Fountain Square Park is required to submit an application. Such a request, including fee and insurance certificate (if applicable) must be submitted 45 days prior to the requested date of use. The Release and Waiver must be signed and a fee is required for each day that the park is to be used.
2. If this is a public event, a certificate of insurance (\$1,000,000 dollar coverage) is required. Be advised that reservations are contingent on the receipt of the completed application with payment and are on a first come, first serve basis. Also, 45 days prior notice is required for refunds should there be a cancellation. Circumstances beyond the Cities control are not basis for a refund.
3. If the public address system is to be utilized at the Fountain Square Park, there is an additional fee for each day that the system and equipment are to be used. Double Dome Systems; 1052 Searcy Way; Bowling Green, KY is the only authorized system operator and they can be contacted for their fees and scheduling at (270) 846-4468.
4. Payments should be made payable to the City of Bowling Green. If both the park and the PA System are to be utilized, those fees can be made payable in one check to the City of Bowling Green. It should be mailed to: City Central Office, City of Bowling Green, PO Box 430, Bowling Green, KY 42102-0430.
5. If tents are to be erected inside of the park, then approval of the location of the installation of the tent is required by City Central. If the tent is size 10x12 or larger, then a tent permit will be required by calling the City Building Inspection Office at 393-3000.
6. After consideration, the request will be sent for scheduling. The City Central Office will submit a Certificate of Approval to the organization/individual of scheduling. If the request is denied, an explanation will be provided and any fees returned/refunded.
7. It is understood that the organization will leave Fountain Square Park as it was before the event. Any damages, repairs, or costs involved in the replacement of and labor for the replacement of flowers, shrubs, trees, property, etc. will be paid by the individual or organization requesting use of the facility. If damages occur, the City Central Office will notify the contact person and provide specifications in regards to the reason and costs of damage. **It is prohibited to use silk flowers, rice, or silly string during the recessional. Only organic material can be used.**
8. If you are wanting to erect **“awareness” ribbons or signs**, please be advised that you are responsible for putting up and taking down these items. It is required that they be properly secured so that it is not a threat to fall or cause harm. The City is not held responsible for any damages or vandalism that may occur in the park.
9. If you are requesting the placement of a **religious display in the park**, then a sign must erected next to the display that reads: *“Erected by a private organization and its presence does not constitute an endorsement by the City of Bowling Green of this organization or of this display”*. This display must be privately owned, purchased, installed and removed.
NOTE: Please acknowledge that one or more events may be scheduled in the park during this period, which might require that the display be removed if it interferes with the scheduled activity.

With placement of displays, it will be prohibited for any digging or disturbance of landscaping without the approval of the Landscape Manager.

10. City Ordinance and KRS 243.260 and 243.290 prohibit the use of alcohol in a park for a private function or event. Non-profit organizations may obtain a lease for the park and temporary liquor license for alcohol consumption.
11. It is the City Manager's responsibility to rule on any issues or appeals to the use of the park.
12. Parking around or near the Fountain Square Park is public parking and is not guaranteed.
13. Further questions, contact City Central at 393-3444.

PLEASE RETAIN FOR YOUR RECORDS



REGULATIONS FOR USE OF RIVERFRONT PARK AND COLLEGE STREET BRIDGE

1. An organization or individual wanting to use the Park is required to submit an application. Such a request, including fee and insurance certificate (if applicable) must be submitted 45 days prior to the requested date of use. The Release and Waiver must be signed and a fee is required for each day that the park or bridge is to be used.
2. If this is a public event, a certificate of insurance (\$1,000,000 dollar coverage) is required. Be advised that reservations are contingent on the receipt of the completed application with payment and are on a first come, first serve basis. Also, 45 days prior notice is required for refunds should there be a cancellation. Circumstances beyond the Cities control are not basis for a refund.
3. Payments should be made payable to the City of Bowling Green. It should be mailed to: City Central Office, City of Bowling Green, PO Box 430, Bowling Green, KY 42102-0430.
4. If tents are to be erected inside of the park, then approval of the location of the installation of the tents is required by City Central. If the tent is size 10x12 or larger, then a tent permit will be required by calling the City Building Inspection Office at 393-3000.
5. After consideration, the request will be sent for scheduling. The City Central Office will submit a Certificate of Approval to the organization/individual of scheduling. If the request is denied, an explanation will be provided and any fees returned/refunded.
6. It is understood that the organization will leave Riverfront Park as it was before the event. Any damages, repairs, or costs involved in the replacement of and labor for the replacement of flowers, shrubs, trees, property, etc. will be paid by the individual or organization requesting use of the facility. If damages occur, the City Central Office will notify the contact person and provide specifications in regards to the reason and costs of damage. **It is prohibited to use silk flowers, bird seed, or silly string during the processional. Only organic material can be used.**
7. City Ordinance and KRS 243.260 and 243.290 prohibit the use of alcohol in a park for a private function or event. Non-profit organizations may obtain a lease for the park and temporary liquor license for alcohol consumption.
8. Parking around or near the Riverfront Park is public parking and is not guaranteed.
9. College Street Bridge at the Riverfront Park does not allow marching on the bridge at any time. Due to risk management, there are requirements that no congregating of large crowds (over 50 people) are allowed on the bridge at the same time. Large crowds should use the park area to the left of the bridge.

10. Further questions, contact City Central at 393-3444.

PLEASE RETAIN FOR YOUR RECORDS