



# Downtown Park Rental Application

**Procedures for Renting a Downtown Facility Space:**

- Obtain request form from Bowling Green Parks and Recreation or through the City of Bowling Green website at [www.bgky.org](http://www.bgky.org)
- Read, complete, sign, date and return all pages of the application to Bowling Green Parks and Recreation.

**Mail-in:** Bowling Green Parks and Recreation  
 Monday thru Friday, 7:30 am – 5:00 pm  
 Attn: Parks Administrative Office

**Email:** [Karen.McGee@bgky.org](mailto:Karen.McGee@bgky.org)  
**Phone:** 270.393.3602  
**Fax:** 270.393.3603

**Drop-off:** 225 East Third Avenue  
 Bowling Green, KY 42101

- Applications must be submitted at least 45 days prior to the first day requested. Applications will be considered on a first-come, first serve basis. Incomplete applications will not be considered.
- Bowling Green Parks and Recreation sponsored programs take precedence in scheduling. Indoor facilities are closed on City-observed holidays and holiday weekends.
- Payment is due in full 30 days prior to the first event date. Cancellations are requested no later than 30 days prior to the first event date.
- If a security deposit is required, \$250\* or 25% of the entire total bill is due within seven (7) business days from the invoice date. Failure to pay according to guidelines can result in the cancellation of the event.
- Rentals that meet all of the following criteria may be considered for a rental fee waiver: 1.) Non-profit organization hosting the event. 2.) Admission is not charged to attend/participate in the event. 3.) The event is for educational purposes. Additional time may be required for fee waiver approval.
- **NOTE: If your park rental request is for a community event, a Special Event Permit Application will need to be submitted 45 days prior to the event date. Special Event Applications are to be submitted to the Department of Neighborhoods & Community Services. For more information contact the Citizens Information & Assistance Specialist at 270-393-3641.**

**Facilities Available for Rental (Rates as of July 1, 2024)**

<b>CIRCUS SQUARE PARK</b>	<b>FOUNTAIN SQUARE PARK</b>	<b>RIVERWALK PARK</b>
Minimum Rental is 4 hours - \$500.00	Per hour rental - \$100.00	Per hour rental - \$100.00
Full Day Rental (8 hours, plus) - \$1000.00	Full Day Rental (8 hours, plus) - \$800.00	Full Day Rental (8 hours, plus) - \$800.00
Cleanup/damage deposit - \$250.00* (refundable)	Cleanup/damage deposit - \$250.00* (refundable)	Cleanup/damage deposit - \$250.00* (refundable)
Non-profit discount – 50%	Non-profit discount – 50%	Non-profit discount – 50%

- Rental payment in full and a cleanup/damage deposit of \$250.00\* is required once the rental is approved. Explanation of Cleanup and Damage details is located under *Rules and Regulations, Section 5*. Please be advised that if you submit a check for the deposit, the City will issue a refund check for the deposit, if the facility is not damaged due to your event.

## RULES/REGULATIONS

1. An organization or individual requesting use of Fountain Square Park, Circus Square Park and RiverWalk Park for an event is required to submit an application 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. Reservations are contingent on the receipt of the completed application and payment of all applicable fees. Notice of cancellation is required at least 30 days prior to the first rental date for any refunds to be provided. Circumstances beyond the City's control are not a basis for a refund.
3. If tents are to be erected inside of the park, approval of the location of the installation of the tent is required by the Parks and Recreation Department. If the tent size exceeds 400 sq. ft. with sides or exceeds 700 sq. ft. without sides, a tent permit will be required by calling the City's Building and Inspection Office located at 707 Main Avenue or call 270-393-3615.
4. After consideration, the request will be sent for scheduling. The Parks and Recreation Administrative Office will contact the organization/individual when approved. If the request is denied, an explanation will be provided.
5. A cleanup/damage deposit is required once the rental is approved. The organization/individual shall leave Fountain Square Park, Circus Square and/or RiverWalk 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 or other City property will result in the denial of a portion or the entire deposit depending on the amount of damages. The organization/individual renting the park shall be responsible for any damages exceeding the amount of the deposit. If there is no damage and all clean-up has been provided by the individual or organization requesting use of the facility, the deposit will be submitted back in full to the requesting party.
6. **City Ordinance-9-1.04 Defacing Sidewalks and Public Property Unlawful.**  
It shall be unlawful for any person to damage, deface, paint, print or place any sign, inscription, advertisement, drawing, crayon pictures or other writings of any kind upon or across any of the stone, brick, concrete or other sidewalks, crossings, public buildings or other public property of the City.  
(Ord. BG2016-42, 12/20/2016; Ord. BG2018-3, 1/16/2018)
7. Cash awards and/or prizes are not permitted to be a part of events on City property.

### ADDITIONAL RULES AND REGULATIONS REGARDING THE USE OF ANY OF THE DOWNTOWN PARKS ARE AS FOLLOWS:

- a. The use of silk flowers, rice or silly string during wedding recessionals or other events is prohibited. Only organic material can be used.
  - b. Decorations: Confetti and bird seed are not allowed. The use of glue, nails, tacks, screws, staples, or other fasteners that may scratch or otherwise damage park property is prohibited. The use of tape is permitted, but decorations must be taken down prior to the expiration of the rental period. The use of chalk on any surface is prohibited. Decorating is only allowed during your rental time.
  - c. City Ordinance and state law prohibit the use of alcohol in a park for a private function or event. Organizations may obtain a lease for the park and temporary liquor license for alcohol consumption, which requires approval by the Board of Commissioners.
  - d. Parking around or near Fountain Square Park and Circus Square Park is public parking and is not guaranteed.
  - e. 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 unless the City specifically agrees to be a sponsor of the program or event. All signs must be pre-approved by the Parks Director or designee. Any awareness ribbons or signs may be placed in the park only during the time of the rental. Such signs or ribbons may not be placed along the outside perimeter of the park or on any tree or City property in the park. The renter or organization shall determine the location of any utilities and irrigation lines in the park prior to installing any items. Any damage to utilities or irrigation systems shall be the responsibility of the renter or organization.
  - f. The renter or an authorized representative of the organization must be on the premises at all times during the rental hours. Minors under the age of 18 must be in the care of an adult at all times.
  - g. Persons or entities permitted to use these three (3) parks shall not discriminate against individuals based on race, creed, religion, nationality, sex, age or disability.
8. The failure to comply with these rules and the general rules for the use of City parks may result in the denial of future applications for the use of City parks.

# Downtown Parks Application

BOWLING GREEN PARKS & RECREATION  
 225 E. Third Avenue, Bowling Green, KY 42101  
 Phone: 270.393.3549 Fax: 270.393.3603  
 Email: [Karen.McGee@bgky.org](mailto:Karen.McGee@bgky.org)

**Please mark all that apply:**

Private

Open to Public \*Special Event Permit Required

Non-Profit \*Must supply certificate of non-profit status from IRS

Applications will be considered on a first-come, first serve basis. Your reservation request must be submitted 45 days prior to your event. To make a reservation you must complete this form and it will be pending until departmental approval.

**Contact Information:**

Company/Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Dates/Times Requested:**

Day of Week Requested:	Date or Span of Dates:	Start Time:	End Time:	# Hours:
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Facility Request:**

Location:  
 Fountain Square Park \_\_\_\_\_ Circus Square Park \_\_\_\_\_ River walk Park \_\_\_\_\_

Type of Event:  
 Wedding \_\_\_\_\_ Concert \_\_\_\_\_ Display \_\_\_\_\_ Placement of signs \_\_\_\_\_ Other \_\_\_\_\_  
(Request must be approved by Dept. Head)

Anticipated Total Attendance (including spectators): \_\_\_\_\_

**Special Requests:**

	Yes	No		Yes	No
I have reviewed and understand the rules/regulations and fee requirements outlined on this application/agreement.			Are you planning to put up a temporary structure? (Pop-up shade, tents, fences, inflatables, etc.) List: _____		
Will this be a fundraising event?			Will amplified sound be used?		
Will a fee be charged for participation?			Electrical Needs?		
Will items be sold?			Water Needs?		
Will food be served or food vendors used?					

**Security Deposit Refund:**

Security Deposits are refunded via check and take approximately two weeks to process after your rental concludes. Security Deposits should be made payable to the organization or person that initially paid the security deposit.

Make Check Payable To: \_\_\_\_\_

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

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

**\*\*\*Office Use Only: \*\*\***

Refund: YES or NO

If yes,  
Amount: \_\_\_\_\_

Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

*\*Place copy of reservation form in Administration Invoice box for processing.*

**Release and Waiver Statement:**

City shall not be liable for injury to person or damage to property occurring from the use of the facility being rented by the responsible party/renter, its employees, officers, officials, agents, volunteers and participants. Responsible party/renter agrees to waive, release, absolve and hold harmless and indemnify the City, its officials, officers and employees against any and all claims, suits, actions, damages and/or causes of action arising from the rental of the City facility for any personal injury, loss of life, property damage and other liability arising out of the rental of the City facility, including the City's attorney's fees and costs, whether or not such injury or damage be caused by or due to the ordinary, gross, willful or wanton negligence or acts of omissions of the City or its officials, officers and employees or be caused by or be due to the negligence of the responsible party/renter or its officials, officers, employees, volunteers or agents.

In submitting and signing this form, I certify I have read, understand and will abide by the facility rules and regulations set forth.

**COVID-19 Warning:**

City of Bowling Green and BGPR has taken enhanced health and safety measures for all participants, spectators, and staff. An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is an extremely contagious disease that can lead to severe illness and death. According to the Centers for Disease Control and Prevention, senior citizens and people with underlying medical conditions are especially vulnerable. By participating at a BGPR facility, you voluntarily assume all risks related to exposure to COVID-19.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

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

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Rental Fee \_\_\_\_\_ Date Paid: \_\_\_\_\_ Received By: \_\_\_\_\_

Security Deposit \_\_\_\_\_ Date Paid: \_\_\_\_\_ Received By: \_\_\_\_\_

Other Fees \_\_\_\_\_ Date Paid: \_\_\_\_\_ Received By: \_\_\_\_\_