



# Downtown Park Rental Request Form

## Procedures for Renting Outdoor Facility Space:

- To obtain approval for the rental of Circus Square Park, Fountain Square Park or RiverWalk Park (collectively referred to as Downtown Parks), the applicant must complete an application form available from Bowling Green Parks and Recreation or through the City of Bowling Green website at [www.bgky.org](http://www.bgky.org)

**Mail-in:** Bowling Green Parks and Recreation

**Email:** [Karen.Peerce@bgky.org](mailto:Karen.Peerce@bgky.org)

**Drop-off:** Monday thru Friday, 7:30am – 5:00pm  
 Attn: Administrative Office  
 225 E. Third Avenue  
 Bowling Green, KY 42101

**Fax-in:** 270.393.3603

- Applications will be considered on a first-come, first serve basis. Incomplete applications will not be considered.
- Bowling Green Parks and Recreation and City sponsored programs take precedence in scheduling.

## Facilities Available for Rental (Rates as of July 1, 2019)

### CIRCUS SQUARE PARK

Minimum Rental is 4 hours - \$400.00  
 Full Day Rental (8 hours, plus) - \$800.00  
 Cleanup/damage deposit - \$250.00  
 (refundable)  
 Non-profit discount – 25%

- 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 then issue a refund check for the deposit, if the facility is not damage due to your event.
- Rental Payment in full is required once rental is approved.

### FOUNTAIN SQUARE PARK

Per hour rental - \$75.00  
 Full Day Rental (8 hours, plus) - \$600.00  
 Cleanup/damage deposit - \$250.00  
 (refundable)  
 Non-profit discount – 25%

- 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 then issue a refund check for the deposit, if the facility is not damage due to your event.
- Rental payment in full is required once rental is approved.

### RIVERWALK PARK

Per hour rental - \$75.00  
 Full Day Rental (8 hours, plus) - \$600.00  
 Cleanup/damage deposit - \$250.00  
 (refundable)  
 Non-profit discount – 25%

- 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 then issue a refund check for the deposit, if the facility is not damage due to your event.
- Rental payment in full is required once rental is approved.

## RULES/REGULATIONS

1. An organization or individual wanting to use Fountain Square Park, Circus Square Park & RiverWalk Park for a private event is required to submit an application 30 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 cancelation is required at least two (2) weeks prior to the event for any refunds to be provided. Circumstances beyond the City's control are not basis for a refund.
3. If tents are to be erected inside of the park, then 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, then 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 of 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.

**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 are 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.
6. 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.
  7. Additional details for the rental of each specific Downtown Park is listed below. Contact the Parks Administrative Office for a list of current fees for rental and deposit requirements.

**NOTE: If your park rental request is for a community event, then 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.**

## Downtown Parks Request Form

BOWLING GREEN PARKS & RECREATION  
 225 E. Third Avenue, Bowling Green, KY 42101  
 Phone: 270.393.3549 Fax: 270.393.3603  
 Email: karen.peerce@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 30 days prior to your event if the event is private. 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 of Facility Requesting:  
 Fountain Square Park \_\_\_\_\_ Circus Square Park \_\_\_\_\_ Riverwalk Park \_\_\_\_\_

Wedding \_\_\_\_\_ Concert/Special Event \_\_\_\_\_ Display \_\_\_\_\_ Placement of signs \_\_\_\_\_

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.)<br>List: _____ |     |    |
| Will this be a fundraising event?   |     |    | Will amplified sound be used?   |     |    |
| Will a fee be charged for participation?  |     |    | Will food be served or food vendors used?   |     |    |
| Will items be sold?   |     |    | Electrical Needs?   |     |    |
|   |     |    | Water Needs?  |     |    |

**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.

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

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

Date Received by Department \_\_\_\_\_ Copy Given to Parks Admin \_\_\_\_\_

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

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Entered into RecTrac \_\_\_\_\_

Special Event Application Received Yes No N/A Certificate Insurance Received Yes No N/A

Non-Refundable Deposit \_\_\_\_\_ Date Paid: \_\_\_\_\_ Received By: \_\_\_\_\_

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

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

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