

Indoor Facility Rental Application

Procedures for Renting Indoor Facility Space:

- Obtain request form from Bowling Green Parks and Recreation or through the City of Bowling Green website at 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
Phone: 270.393.3602
Fax: 270.393.3603

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

- **Private Rental** applications are to be submitted **at least two weeks prior** to the first rental date requested. Applications for **public events** must be submitted **at least 45 days prior** to the first rental date. 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. No rentals will be considered from May thru August due to camp usage and staff availability. Some facilities are not available from December thru February due to indoor leagues or programs.
- 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 total rental 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.

Facilities Available for Rental (Rates as of July 1, 2025)

Bowling Green Community Center – 225 East Third Ave.

Community Room-Partial (No kitchen access)

Capacity: 40 tables/chairs or 75 w/chairs

Fee: \$105 for 3 hours, \$35 each additional hour

Availability:

January thru April, September thru December

- Monday thru Friday: 8am - 8pm
- Saturday: 9am - 8pm
- Sunday: 12pm - 8pm

Large Conference Room (Meeting Room-no food/drink allowed)

Capacity: 49 tables/chairs

Room Size: 28' x 30' = 840 sq. ft.

Fee: \$105 for 3 hours, \$35 each additional hour

Availability:

January thru April, September thru December

- Monday thru Friday: 8am - 8pm
- Saturday: 9am - 8pm
- Sunday: 12pm - 8pm

Sid-Carr Gymnasium

Two Courts available for rent.

Fee per Court: \$40/hour

Availability:

March, April, September thru November

- Monday thru Friday: 8am - 8pm
- Saturday & Sunday: 9am - 6pm

Kummer-Little Recreation Center – 333 College Street

Multipurpose Room (No food/drink allowed)

Capacity: 49 tables/chairs

Room Size: 25' x 25' = 625 sq. ft.

Fee: \$105 for 3 hours, \$35 each additional hour

Availability:

March, April, September thru November

- Monday thru Friday: 8am - 5pm
- Saturday: 9am - 6pm
- Sunday: 12pm - 6 pm

Commons Area

Fee: \$105 for 3 hours, \$35 each additional hour

Availability:

March, April, September thru November

- Monday thru Friday: 8am - 5pm
- Saturday: 9am - 6pm
- Sunday: 12pm - 6 pm

Gymnasium

Two Courts available for rent.

Fee per Court: \$40/hour

Availability:

March, April, September thru November

- Monday thru Friday: 8am - 8pm
- Saturday & Sunday: 9am - 6pm

Parker-Bennett Community Center – 300 Jenkins St

Capacity: 75

Rental does not include gaming area or kitchen.

Fee: \$105 for 3 hours, \$35 each additional hour

Availability:

January thru April, September thru December

- Saturday: 9am - 8pm
- Sunday: 12pm - 8pm

RULES/REGULATIONS

1. All city, state, and federal laws, statutes, ordinances, and policies must be obeyed and are posted for public view at the parks. The discipline of participants and spectators must be assured by the tournament/event sponsor. The Parks and Recreation Department or its representative may invoke disciplinary measures on unruly participants or spectators. Disciplinary action invoked by the City of Bowling Green will also apply with Warren County Programs as well.
2. Persons or entities renting outdoor sports facilities may use contracted concessionaires at its event upon approval by the City Parks Department. Any person or entity providing concessions must be registered with the City of Bowling Green and shall be in compliance with all applicable laws and regulations, including but not limited to Health Department regulations. The location of any concessionaire must be approved by the City Parks Department.
3. **Cancellations:** The responsible party/renter shall notify the Parks and Recreation Administrative Office no later than 30 days from the first event date for a full refund. All rental payments are non-refundable unless the City cancels the rental.
4. **Closed Parks:** No person shall enter or remain in any City park or facility after the park or facility has closed to the public. The City further reserves the right to close the park during normal operating hours for maintenance or other reasons within the discretion of the City.
5. **Use of Park Facilities:** Surfaced courts are to be used for their intended purpose and no bicycles, skateboards, roller blades, roller skates and similar items are to be used on such surfaced courts unless specifically allowed. The renter must be on the premises at all times during the rental hours.
6. **Supplies/Decorating:** No ladders can be brought in to decorate a City facility. Confetti is not allowed. The use of glue, nails, tacks, screws, staples, or other fasteners that may scratch or otherwise damage surfaces of the City facility is prohibited. The use of tape is allowed, but decorations must be taken down prior to the end of the rental period. The use of chalk on any surface is prohibited. Decorating is only allowed during your rental time. The City of Bowling Green shall have no liability for loss or theft of articles stored or kept on site before, during or after the use of the park facility.

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. **Signs/Displays:** No person shall paste, glue, tack, install, or otherwise affix or post any sign, placard, advertisement or other items to any tree, structure, bench or other park amenity in any City Park. No person shall paste, glue, tack, place, install or otherwise affix or post any unattended sign, placard, advertisement or other items in any location in a City park, except for sponsorship acknowledgements and memorials approved by the Parks Director or designee.
 - a. Signs, placards, advertisements or other similar items may be installed in City parks as authorized as part of a special event permit with renter or responsible person presenting the renting entity remaining on the rented premises during the rental period.
 - b. The City of Bowling Green assumes no liability or responsibility for the cost or expense of the installation, maintenance, operation or security related to any signs, placards, advertisements or other similar items authorized by permit. Any damages resulting from the theft, destruction or harm to the sign, placard, advertisement or similar items shall be the sole responsibility of the responsible party/renter.
 - c. Any signs, placards, advertisement or similar items remaining on City property after the conclusion of the special event shall be disposed of by the City at the responsible party's/renter's expense and that cost shall be deducted from any deposit provided to the City.
 - d. The person installing any signs shall be responsible for any damage to City property, including but not limited to any above ground or below ground utilities or irrigation system, and it is the responsibility of the person renting the facility to determine the location of utilities and irrigation lines prior to installation.

8. **Tents:** Tents must be un-staked and less than 120 square feet. Erecting a larger tent than 120 square feet would require a Tent Permit from Neighborhood and Community Services Department located at 707 E. Main Avenue or contact (270)393-3615. Due to irrigation lines, no stakes are to be driven into the ground for any reason.
9. **Large Inflatables and Amusement Rides:** Large inflatables or similar devices five (5) feet or more in height are allowed in City parks only upon written permission of the Parks Director or the approval of a Special Event Permit Application. Water slides, water games, swimming pools, dunk tanks, petting zoos, pony/horse rides, amusement rides or any other equipment not inherent to park property is prohibited.
10. **Sales, Services or Charging Admission Fees:** No person shall vend, sell or offer for sale any food, beverage, or other commodity or provide services for pay within any park to the public or place any stand, cart or vehicle for the purpose of offering for sale any food, beverage, or other commodity without authorization from the Parks and Recreation Director. Individuals or groups acquiring such authorization are responsible for obtaining all necessary permits or licenses for their function. No person shall charge admission fees for persons entering any City Park unless authorized by the City. The City reserves the right to collect a vendor fee for the use of City Parks. The Parks Director shall have the authority to prohibit certain uses and activities in City parks and to establish the appropriate fee.
11. **Smoking, Glass, Alcohol, Fireworks, and Profanity:**
- Smoking is not permitted in dugouts, on softball fields, soccer fields, or any courts. (Smoking is permitted in parking lots ONLY).
 - Smoking is prohibited in City Parks, except in designated areas such as parking lots of City Parks and in the non-building area of City golf courses and City Cemetery. All persons smoking in permitted areas shall dispose of the remains of any cigarette, cigar or other tobacco product in the appropriate trash receptacle provided by the City and shall not litter any City Park.
 - Glass Bottles of any and all kinds are prohibited.
 - The possession and consumption of alcoholic beverages is prohibited unless the possession and consumption of alcoholic beverages is permitted by the appropriate license, which requires approval by the Board of Commissioners.
 - The use of fireworks is prohibited in City parks unless permitted as part of a special event.
 - Disorderly conduct will not be tolerated, including but not limited to using loud and abusive language, breaking limbs of trees, and/or damaging any property.
12. **Amplified Sound/Music:** The City's noise ordinance must be followed in all areas of the park. Music and other amplified sound must not be played at a volume that could disturb other park guests. Music with profanities will not be tolerated. Live bands and DJ's require a Special Event Permit. The renter is responsible for complying with applicable licensing and copyright requirements.
13. **Metal Detectors:** Metal detecting is allowed in public areas of City Parks with the exception of all golf courses, all athletic ball fields, the Russell Sims Aquatic Center and other locations as determined by the Parks and Recreation Director. The following rules must be adhered to when metal detecting in City Parks:
- a. Metal detecting is only allowed during daylight hours.
 - b. All federal and state antiquity laws must be obeyed.
 - c. If an item of possible historic or cultural significance is found, leave the item where you found it. Please contact Parks Administration Offices at (270)393-3549. Historic or culturally significant items are the property of the City and will be used to help interpret the park and its history.
 - d. The probing and digging for items is limited to the use of an ice pick, screwdriver or small knife. The use of larger digging tools is prohibited. After digging all turf and dirt must be replaced and returned to its original condition. Take care to not damage tree roots. Do not probe deeper than six (6) inches. Any damage to utilities or irrigation systems shall be the responsibility of the person doing the metal detecting.
 - e. The cutting of vegetation and driving of motor vehicles outside of designated areas is prohibited.
 - f. Metal detecting is allowed in playgrounds only when children are not present.
14. **Driving and Parking of Motor Vehicles/Skates:** Driving of motor vehicles is allowed only on designated driving surfaces. Parking areas and speed limits are to be observed. Handicapped parking areas are posted. Only vehicles marked with handicapped permits are allowed in these spaces. Unlicensed vehicles, including but not limited to motor vehicles, go-carts, mini-bikes and ATV's are prohibited. No overnight parking is allowed and any vehicles left at the time of closing of the park will be towed. No motor vehicles are allowed on walking trails. No motor vehicle repair is allowed in City parks. The use of roller skates, skateboards or similar items is allowed in City parks only in designated areas.
15. **Damage/Failure to Clean-up:** The responsible party/renter shall be responsible for the supervision and control of groups or individuals within the rented area. Any cleanup or damage to the park facility is the responsibility of the responsible party/renter. The responsible party/renter will be billed a damage/cleaning fee (minimum \$25/hour) and will not be allowed to rent facilities in the future if any of the rules/regulations are violated.

16. **Clean Up and Waste Removal:** City Maintenance staff runs trash and cleanup from 6:00 a.m. - 8:00 a.m. each morning at its outdoor parks. It is the responsibility of the responsible party/renter to maintain the rented facility in a safe and sanitary condition. Upon completion of the rental all decorations, tables, floors and area around the facility shall be cleared. The facility should be returned to the condition it was prior to its rental. Park users are responsible for removing all waste materials generated by their activities from facility area. Rental fee includes waste receptacles. Trash cannot be left beside the receptacle. All trash must be placed in receptacle or taken with the renter.
17. **Damage to Park Trees and Grounds/Wildlife:** No person shall damage, cut or injure any park tree, shrub, bush or similar park amenity, pick the flowers of any park shrub or bush, injure the bark of any tree or remove any soil, rock, stones, fallen timber or other wood or materials from any park or remove, excavate, harm or destroy any site, building, artifact or other City property. Some City Parks contain undomesticated animals, insects, and snakes. The use of a park is at the user's own risk and user should avoid those animals, insects and snakes. All wildlife in City parks is protected. No hunting or trapping of wildlife is allowed in City parks unless authorized or conducted by the City.
18. **Pets:** All pets must be kept on a leash other than at designated areas in a dog park. The owner or other person in charge of the pet shall clean up after the pet. No domestic fowl, horses, swine, sheep, goats, or other livestock are allowed in City Parks except upon approval of the Director or designee.
19. **Cremation Remains:** No cremation remains shall be disposed of in any City Park without the express written consent of the Parks Director.
20. **Model Airplanes/Drone Use:**
 - a. The use of model flying airplanes and drones is prohibited in all City parks unless the model airplane or drone is being used for City purposes or with the written consent of the Parks Director or designee. Any request to use a model flying airplane or drone shall be made in writing to the Parks Director setting out the dates, time and intended purpose for the use of the airplane or done. The Parks Director shall have the authority to limit such use to specific parks, specific locations and at specific times.
 - b. No model flying airplane or drone shall be used to fly over the Russell Sims Aquatics Center, the City golf courses or any other location prohibited by the Parks Director.
 - c. Any use of the model airplane or drone shall comply with all applicable federal, state and local laws, rules and regulations. Any person permitted to use a model flying airplane or drone in any City park shall agree to indemnify and hold harmless the City from any claims regarding the use of the airplane or drone.
21. **Camping:** Camping overnight is prohibited in all City Parks.
22. **Discrimination:** Persons or entities permitted to use Park facilities and which invite the general public to attend shall not discriminate against individuals based on race, creed, religion, nationality, sex, age or disability.
23. **Director's Banning Authority:** All persons using City park facilities shall comply with directions from authorized City staff. Upon direction from any authorized City staff person, the violator shall cease the violation. The Parks and Recreation Director, or any persons designated by the Director, shall have the authority to eject persons from any City park for the violations of these rules. In addition, the Director shall have the authority to ban in writing any persons from City parks for the violation of the rules for a period as determined by the Director in his sole discretion. Any appeal to the decision of the Director shall be made to the City Manager within seven (7) days from the date of the written notice.
24. Cash awards and/or prizes are not permitted to be a part of events on City property.

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 Permit Applications are to be submitted to the Department of Neighborhood & Community Services. For more information contact the Community Engagement Coordinator at 270-393-3641.

FEE/INSURANCE/LICENSING REQUIREMENTS

1. If your event is approved; full payment is due immediately following departmental approval.
2. The party/renter is responsible for facility clean-up. The courts or rooms must be left clean and undamaged. If not left in its original state prior to the rental, the Parks and Recreation Department will invoice the party/renter at a rate of \$25 per hour for the cleanup and for any repairs that are done to the facility due to the rental.
3. 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 and/or may require a security deposit fee. The City of Bowling Green uses third party myCOI as the primary certificate of insurance tracking service.

Please mark all that apply:

☐ Private

☐ Open to Public *Special Event Permit Required

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

Indoor Facility Rental Application

BOWLING GREEN PARKS & RECREATION

225 E. Third Avenue, Bowling Green, KY 42101

Phone: 270.393.3606 Fax: 270.393.3603

Email: Karen.McGee@bgky.org

Private event applications are to be submitted **at least two weeks prior** to the first rental date requested. Applications for **public events** are to be submitted **at least 45 days prior** to the first rental date. Applications will be considered on a first-come, first serve basis. Incomplete applications will not be considered. To make a reservation request you must complete this form and it will be pending departmental review and staff availability. Please include set-up, event, tear-down and clean-up time in your rental request.

Contact Information:

Company/Organization: _____ Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Alternate Phone: _____ Email: _____

Dates/Times Requested:

Rental time must include setup, decoration, and cleanup time.

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

Facility Requested:

Parker-Bennett Community Center

☐ Community Center

Bowling Green Community Center

☐ Conference Room

☐ Community Room

☐ Gymnasium—Full Gym

☐ Gymnasium—1 Court

Kummer-Little Recreation Center

☐ Multi-Purpose Room

☐ Commons Area

☐ Gymnasium – Full Gym

☐ Gymnasium –1 Court

Intended use (Sport/Event/Tournament?): _____ Total Attendance: _____

Type of Setup: ☐ Chairs only ☐ Tables & Chairs ☐ Special Setup (attach sketch)

Special Requests:

	Yes	No		Yes	No
I have reviewed and understand the rules/regulations, fee requirements, and insurance outlined in this agreement.			Are you planning to put up a temporary structure? (Pop-up shade, tents, fences, inflatables, stages, etc.) 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?					

Security Deposit Refund (Application is incomplete, if this section is omitted):

Security deposits and any other money paid for an approved cancellation will refunded to a renter via check and will take approximately two weeks to process after rental the concludes. Security deposits and/or any other money will be made payable to the organization or person that initially paid on the account.

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 _____ Reviewed by _____ Approved _____ Denied _____

Amount Paid: _____ Date Paid: _____ Received By: _____