

# City of Bowling Green

## Facility Rental Policy

Certain city properties and facilities may be used exclusively, for a limited time, for recreation, educational programs and/or community events. Facilities shall not be granted to groups or to persons who may be reasonably expected to expose city property to damage or loss. A permit is required to reserve the property or facility. Permits are valid only for the duration of the specified event and may not be reused.

Commission approval is required for groups desiring a **waiver of fees** to use facilities or properties for fund-raising events, community wide events (programs which are open to the general public) and sports associations (sports leagues). Please submit a permit application with a letter of request at least 60 days prior to the event. Publicity should not be printed until the permit is approved.

**The letter of request for fee waivers shall include a list of:**

- A. Names and addresses of Board Members or responsible parties
- B. The event's purpose and benefits to the community
- C. How the event's proceeds are to be used.

Applicant must attend the Commission meeting when your request is being considered.

**All applicants** must read and agree to abide by the facility use rules and regulations below:

1. If City employees are required to be on duty during the use of facility the expense will be the responsibility of the User.
2. No drugs, alcoholic beverages or weapons are allowed on City property.
3. No loud noise, amplified music or speech is permitted without prior approval from the City Commission.
4. No open flame or fires are permitted.
5. All trash and garbage must be picked up and disposed of properly.
6. No activity that disturbs the peace and orderliness of the surrounding neighborhood.
7. Parks open at 8:00 am and close promptly at dusk.
8. City police officers and public works officials have the authority to require compliance with these regulations. Violations can result in ejection from the park and denial of future park use.
9. Groups reserving outdoor areas may be required to provide portable toilets, security, and/or dumpsters at their expense.
10. Events with the potential to attract more than 75 people and/or that require street closings are not authorized without City Commission approval.
11. If security for an event is deemed necessary by the City of Bowling Green, it is the responsibility of the user to contact the Chief of Police to request off-duty police officers be assigned at user's expense. Names of the police officers are to be provided at least one week in advance of the event. Payment for scheduled security officers is to be paid prior to the event and the permit will be canceled or delayed if security is not in place at the start of the event.

12. Designated city facilities or properties may be used for the following purposes:
  - Family Events
  - Activities sponsored by other governmental agencies
  - Neighborhood meetings
  - Community information meeting held by Federal, State or Local Public Officials.
  - Civic and Community Groups
  - Fundraisers
  - Commercial Functions
  - Religious Services
  - Political Rallies
13. At least one responsible adult (at least 21 years old) for every ten (10) children must be present to supervise activities involving minors.
14. Extended Reservations: Designated city facilities and/or properties are intended to be made available to many different groups and users. Continuous use by an organization limits this opportunity for others. Therefore, reservation requests for more than one-time use must be submitted to the Bowling Green City Commission. A letter may be required explaining the request more fully.
15. Lost or damaged items: The city of Bowling Green is not responsible for any lost or damaged items or injury related to any rental or reservation on the City premises.
16. Vacate facilities and/or properties at the end of your reservation as stated on the permit and be sure the property and/or facility is left in the same condition as when entered.
17. If the entire deposit is used to pay various fees, the City reserves the right to bill the user in the event additional fees are required.
18. An Indemnification from Liability Statement is required and Liability Insurance may be required.