

# CITY OF BOWLING GREEN

## FACILITIES USE APPLICATION



Facility:  S  L Pyatt Park Pavillion  Harrington-Linston Park  Depot  Centanino Park  
 Ball Field Y \_\_\_ N \_\_\_  **No Use of Facilities/Event Notification**

Applicant/Organization: \_\_\_\_\_

Mailing address: \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_ AM PM to \_\_\_\_\_ AM PM

Type of Event: \_\_\_\_\_

Provisions: Food \_\_\_ Live Music \_\_\_ Bounce House \_\_\_ Street closing \_\_\_\_\_

Approx number of attendees: \_\_\_\_\_ (75 + requires City Manager Approval and may require Security at the discretion of the City Manager or Police Chief)

Insurance Requirements:

None  
 Individual Certificate \_\_\_\_\_ Coverage Limit \$ \_\_\_\_\_

I (print name), \_\_\_\_\_, have been given and read the City of Bowling Green Facility Rental Policy and agree to abide by this policy. I further agree to hereby expressly release, indemnify, and hold harmless the City of Bowling Green, its employees, and City Commissioners from all claims for loss, damages, or injury whatsoever as may be sustained or claimed by any person using the facilities during the rental period.

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

Signature of Applicant/ Representative

### OFFICIAL USE ONLY

Application Submission Date: \_\_\_\_\_

City Manager Approval Needed? Y \_\_\_ N \_\_\_ City Manager Approval Granted: Y \_\_\_ N \_\_\_

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

Security Required Y \_\_\_ N \_\_\_

Rental Fee: \$ \_\_\_\_\_

Tax: \$ \_\_\_\_\_ \*Tax Exempt: Y/N Tax Certificate \_\_\_\_\_

Damage Deposit: \$ \_\_\_\_\_

Key Deposit: \$ \_\_\_\_\_ Pick up date \_\_\_\_\_ Initials \_\_\_\_\_ Return date: \_\_\_\_\_ Initials \_\_\_\_\_

Security Fee: \$ \_\_\_\_\_

Total Due: \$ \_\_\_\_\_ Cash \_\_\_ or Ck \_\_\_\_\_

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

Signature of City of Bowling Green Official

### RETURN OF DEPOSIT

AMOUNT: \_\_\_\_\_

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

Signature of Applicant

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

Signature of City of Bowling Green Official

\*If Tax Exempt is claimed, Tax Exempt Certificate needs to be attached to this application  
 Rev 8/8/19