

## **BG Parks & Recreation Facility Rental Policy**

### **Reservations and Payments:**

- ✓ Reservations will be held *tentatively* for *seven days* without paperwork and payment.
- ✓ Within those *seven days* - the rental agreement must be completed, signed, and returned along with payment (see below).
  - **Indoor facilities** – payment of security deposit and 50% of the rental fee will put facility on hold. Balance to be paid up to 30 days prior to event. If not paid 30 days or more from the rental date, the reservation will be cancelled with forfeiture of rental and deposit fees paid.
  - **Outdoor shelters** – the entire rental fee must be paid within the seven days.
- ✓ Security Deposits will be returned upon confirmation of property condition; this may take up to 6 to 8 weeks to allow for maintenance to check the site and the check to be processed through the City's finance department.

### **Changes and Cancellations:**

- ✓ Written notice of cancellation **must be** received at least:
  - **31 days prior** to the event for refund of rental and deposit fees paid, less a \$25 processing fee.
  - **30 -14 days prior** to the event for refund of security deposit only, rental fees paid will be forfeited.
  - **13 or fewer days prior** to the event for refund of security deposit, less a \$25 processing fee, rental fees paid will be forfeited.
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Please keep a copy of this policy with you at all times during your event and provide a copy to your caterer or any other service you may be using. This will ensure that our procedures are followed so that your deposit can be returned.

The Parks and Recreation Department reserves the right to terminate any rental requests or activities if any of the following terms and conditions are violated. Non-compliance with the terms and conditions will result in forfeiture of fees paid.

### **Admission and Sales:**

- ✓ May not be charged for any event or activity without prior written consent of The Director of Parks and Recreation.
- ✓ Charging for food, beverages, and products is strictly prohibited except for community-based, non-profit organizations with prior approval from The Director of the Parks and Recreation.

### **Advertising, Printed Materials, and Promotions:**

- ✓ Any public promotion or advertisement of an event (including signs) requires prior written consent from The Director of the Parks and Recreation.

### **Alcohol: Alcohol is permitted only for Simpson, Veteran's, Scout, and Nature Center Facilities.**

- ✓ An insurance rider listing the City of Bowling Green as an added insured against liability and injury claims resulting from the event must be provided at least 30 days prior to the rental date. This must be provided by the individual who has completed and signed the Rental Agreement. An increased Security Deposit is required.
- ✓ The consumption of alcohol must be confined to the room being rented.
- ✓ There is a beer limit of one keg per rental period.
- ✓ Re-sale of alcohol is not permitted.
- ✓ Open container laws are strictly enforced.
- ✓ Persons signing the rental application must be 21 years of age or older and are responsible for ensuring the safe and legal consumption of alcohol served at the event.

### **Animals:**

- ✓ No pets/animals are permitted in Parks and Recreation buildings at any time, unless needed for assisting the disabled.

### **Assignment:**

- ✓ This agreement may not be sold, assigned or otherwise transferred by the Renter to any other person or organization.

### **Catering:**

- ✓ Renter is responsible for ensuring that the Caterer follows the policies in this agreement to avoid loss of security deposit.
- ✓ Consumption of food on the premises is limited to the rental location specified in the agreement.
- ✓ The Renter or their caterer will be responsible for clean up in the Simpson catering kitchen, including washing, drying and returning glassware, silverware, dinnerware and equipment to their original location after use.

### **Decorations and Displays (Indoor/Outdoor):**

- ✓ Only table and floor displays can be used; nothing should be affixed to doors, windows, or walls.
- ✓ Must be removed promptly at the conclusion of the event.
- ✓ No confetti, glitter, helium balloons or open flames allowed. Fires are only permitted in the Parks and Recreation grills.
- ✓ Throwing of rice, confetti, birdseed, grass seed, or flower petals (artificial or real) is not permitted.
- ✓ Releasing butterflies and/or birds is not permitted.
- ✓ No plants or flowers are to be picked or removed from the premises.

**Equipment Rental:**

- ✓ Equipment not included with rental of a facility as stated in the above tables must be secured by the Renter and approved by the Parks and Recreation Department at least 30 days prior to the event.
- ✓ The Parks and Recreation Department is in no way to be included as a party in any such agreements for equipment or services and does not accept responsibility for such.
- ✓ No equipment or Tents of any kind may be placed in any of the landscaped or recreational areas of the park premises.
- ✓ Renter bears all responsibility for the liability associated with any equipment or services performed on Parks and Recreation premises.
- ✓ Any large equipment used during the rental may require the renter to list the City of Bowling Green as an added insurer on their homeowner's insurance or organizational liability insurance. No large inflatable equipment allowed.

**Indemnification:**

- ✓ The Renter assumes complete responsibility and liability for any and all claims, losses, damages, expenses, penalties, and judgments relating to or arising from the event.
- ✓ The Renter further agrees to save and hold harmless the City of Bowling Green from and against all claims, losses and liability arising out of damage to property; injury to or death of persons occasioned by or in connection with the acts or omissions of the Renter or of the Renter's agent; or the use of any motor vehicle or other equipment or property in connection therewith; and from and against all claims, losses, liability for costs, fees, and attorney expenses in connection and therewith.

**Music:**

- ✓ Amplified music is **not** allowed in outdoor shelters.
- ✓ Indoor facilities – amplified audio associated with any event is to be kept at a reasonable volume.
- ✓ The Parks and Recreation Department reserves the right to control audio level and can terminate the rental agreement if it believes the Renter's amplified sound volume is not in keeping with the intent of the established rental policies.

**Parking:**

- ✓ Designated parking is available on premises. No parking or driving vehicles on grass, walks, trails or service roads.
- ✓ No horses or carriages are permitted without prior approval of the Director of Parks and Recreation.

**Rental Hours:**

- ✓ Rental hours include set up, tear down and clean up by the renter. Set up and tear down is provided **only** at the Simpson Building and Community Center for no extra charge.
- ✓ Extra hours will be charged if facility is occupied earlier or later than the agreement specifies.
- ✓ Facility will be unlocked within 15 minutes prior to rental start time and locked at the rental end time by park staff. If you are more than 10 minutes late arriving after your rental start time you will be charged for the return visit.

**Set Up/Clean Up:**

- ✓ Renter is responsible for set up/clean up related to the event except with the Simpson Building and Community Center.
- ✓ Simpson Building and Community Center – The Parks and Recreation Staff will do the set up and tear down as designated on the Set Up form completed and signed by the Renter. The form must be finalized at least 30 days prior to the event or the rental will be cancelled.
- ✓ All buildings and areas should be left in the condition in which they were found.
- ✓ There will be a \$30 per hour charge for any extra clean up by Parks & Recreation Staff, which will be taken out of the security deposit where applicable. In the case of shelter rentals, the fee will be charged to the household and must be paid before any additional facility rentals will be approved.

**Smoking:**

- ✓ Absolutely no smoking is permitted inside any City owned facility. ONLY permitted in designated areas in Parking Lots.

**Student Groups:**

- ✓ Groups consisting primarily of students (including college) must be sponsored by an organization which is recognized and in good standing with the Parks and Recreation Department.
- ✓ The reservation agreement must be signed by an authorized advisor or sponsor (21 years of age or older) who assumes responsibility for the conduct of individuals attending the function and agrees to pay for any clean up or damage costs.

**Taxes, Licenses, and Permits:**

- ✓ The Renter must agree to comply with all City, State, and Federal laws regarding the above.

**Emergency Contacts:**

Bowling Green Parks and Recreation (419)354-6223

Business Hours: Mon-Fri 5:30 am – 9 pm Sat 8 am – 5 pm Sun 10am – 5 pm

Holidays: 9 am – 5 pm (except for Christmas Day, New Year's Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, and Thanksgiving Day)

After business hours: BG Police Dept. (419)352-2571

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