

BG Parks & Recreation Facility Rental Policy

Date 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, the reservation will be cancelled with forfeiture of 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 cancellation 31 or more days prior to event = refund of rental and deposit fees paid, less \$25 processing fee.
- ✓ Cancellations 30 days or fewer prior to the event = will result in a total forfeiture of fees paid.

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.

Terms and Conditions

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 with completed rental agreement and payment.
- ✓ 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.

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 inflatables/large equipment may require renter to list the City of BG as an added insured on homeowner's insurance.

Hours:

- ✓ Hours rented 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.

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 and 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.

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 by the Renter. The form must be finalized at least 30 days prior to the event.
- ✓ All buildings and areas should be left in the condition in which they were found.
- ✓ There will be a \$25 per hour charge for any extra clean up by Parks & Recreation Staff, which will be taken out of security deposit

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:

5:30 am – 9 pm Mon-Fri

8 am – 5 pm Sat

10am – 5 pm Sun

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

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



**City of Bowling Green
Department of Parks and Recreation
Facilities Rental Agreement**



This Agreement is made on _____ between the City of Bowling Green's Department of Parks and Recreation and the "Renter" specified below:

Date of Event: _____ Park Facility: _____

Event name/purpose: _____

Organization name/address: _____

Renter's Name: _____

Address: _____

City/State/Zip: _____

Home phone: _____ Work Phone: _____ Cell Phone: _____

Email address: _____ Fax number _____

Start time: _____ End time: _____ Estimated # of guests: _____

Will alcohol be served*: YES NO
 *Proof of Liability Insurance due within
 7 days of confirming reservation.

Room Set Up Form Completed
 YES NO
 (TACC and Simpson Rentals ONLY)

Acknowledgement

I (Renter) have read, understand and agree to abide by the Parks and Recreation Department policies and procedures outlined in the attached rental policy. I further understand that violation of any of these policies and procedures may result in loss of rental privileges and any fees paid for such privileges.

_____ Renter Signature _____ Date

_____ BG Parks and Recreation Representative _____ Date

****Cancellation:** Written notice of cancellation **must be** received at least 30 days prior to the event for refund of rental fees paid, less a \$25 processing fee. Failure to provide such notice will result in forfeiture of all rental fees paid.

Please send your signed, completed agreement and fees to:

City of Bowling Green
 Department of Parks and Recreation
 1245 W. Newton Rd
 Bowling Green, Ohio 43402
 419-354-6223
 Phone: 419-354-6223

Fax: 419-353-6535
 Web: www.bgohio.com
 Email: bgparks@bgohio.org

FOR OFFICE USE ONLY PLEASE

Reservation # _____

PO #: _____

Total Rental Fee: \$ _____ Date Pd _____ Staff Initials _____

Payment Type - Receipt #: _____ Ck#: _____ Cash _____ CC # _____ Exp Date _____

50% of Rental Fee: \$ _____ Date Pd _____ Staff Initials _____

Payment Type - Receipt # _____ Ck#: _____ Cash _____ CC # _____ Exp Date _____

Balance due 30 days prior: \$ _____ Date Due: _____ Date Pd _____ Staff Initials _____

Payment Type - Receipt # _____ Ck#: _____ Cash _____ CC # _____ Exp Date _____

Security Deposit: \$ _____ Date Pd _____ Staff Initials _____

Security Deposit - Receipt # _____ CK#: _____ Cash _____ CC # _____ Exp Date _____

Requisition Submitted: Date: _____ By: _____ Staff Initials _____

Deposit Refunded: Date: _____ To: _____ Staff Initials _____

Invoice/Receipt # and Date _____ Staff Initials _____

Simpson Rentals Only

Date items requested _____ Staff Initials _____

	QUANTITIES		COST/Item	TOTAL COST
Dishware/Glassware	# _____	x	_____	\$ _____
Silverware	# _____	x	_____	\$ _____
Clean up hours	# _____	x	_____	\$ _____
Extra Hours	# _____	x	_____	\$ _____

TOTAL FEES \$ _____

Payment Type - Receipt # _____ Ck#: _____ Cash _____ CC # _____ Exp Date _____
Date Pd _____ Staff initials _____

Maintenance/ Present During Event:

YES NO