



# For Office Use Only

**Reservation #** \_\_\_\_\_

CT Needed: Yes \_\_\_\_\_ No \_\_\_\_\_ Room Set Up Form Completed: Yes \_\_\_\_\_ No \_\_\_\_\_ (TACC, Simpson, Vet Only)

**Total Rental Fee:** \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Receipt #: \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_ CC# \_\_\_\_\_ Exp. Date: \_\_\_\_\_

**50% of Rental Fee:** \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Receipt #: \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_ CC# \_\_\_\_\_ Exp. Date: \_\_\_\_\_

**Balance due 30 Days Prior:** \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Receipt #: \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_ CC# \_\_\_\_\_ Exp. Date: \_\_\_\_\_

**Security Deposit:** \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Receipt #: \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_ CC# \_\_\_\_\_ Exp. Date: \_\_\_\_\_

**Restricted Time Frame (if necessary)** \$35 Date Paid: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Receipt #: \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_ CC# \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Non Profit Status Verified (if necessary): Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

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## **Simpson Rentals Only**

Date Items Requested: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

	<u>Quantities</u>	<u>Cost/Item</u>	<u>Total Cost</u>
Dishware/Glassware:	# _____	x _____	\$ _____
Silverware:	# _____	x _____	\$ _____
Clean Up Hours:	# _____	x _____	\$ _____
Extra Hours:	# _____	x _____	\$ _____
		<b><u>Total Fees:</u></b>	<b>\$ _____</b>

**Payment Type:** Receipt #: \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_

CC# \_\_\_\_\_ Expiration Date: \_\_\_\_\_

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**Deposit Refunded:** Date: \_\_\_\_\_ To: \_\_\_\_\_

Receipt #: \_\_\_\_\_ Staff Initials: \_\_\_\_\_



# City of Bowling Green Parks and Recreation Department

## 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).

Security Deposits will be returned upon confirmation of property condition; this may take up to 6-8 weeks to allow for maintenance to check the site and for the check to be processed through the City's finance department.

**Indoor Facilities:** payment of security deposit & 50% of the rental fee will put the facility on hold. Balance must be paid in full 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 already paid.

**Outdoor Shelters:** the entire rental fee must be paid within the seven days.

### 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.

**In the event that a renter is a no show for the rental, all rental fees will be forfeited and there will be a \$25 processing fee assessed to the security deposit refund.**

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.

### Admissions 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 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 Parks and Recreation.

### Alcohol: Alcohol is permitted only for Simpson, Veterans Building, and Rotary 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.
- Certain events held in our facilities may require an alcohol permit from the State of Ohio. It will be the renter's responsibility to research if it is needed and to obtain the appropriate permits if 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.

**If evidence of alcohol is found without a certificate of liability the renter's security deposit will be forfeited.**

### Animals:

Pets/Animals are not permitted in Bowling Green Park & Recreation Buildings unless they are a certified assist animal with proper training and documentation.

### Assignment:

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

### Catering:

- The 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 and Veteran's catering kitchen, including washing, drying, and returning glassware, silverware, dinnerware and equipment to their original location after use.
- No portable ovens or warming devices are to be brought in by the Caterer or Renter.

### **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 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, inflatables, 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.

### **Indemnification:**

- The Renter assumes complete responsibility and liability for any and all claims, losses, damages, expenses, penalties and judgements 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 of 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:**

The piano in the Simpson Banquet Room cannot be moved by renter.

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 the 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, Veterans Building, and Community Center for no extra charge. Renter must stay on site during rental hours.
- Simpson Building, Veterans 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 \$35 per hour charge for any extra clean up by Parks and 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.
- Extra fees may be charged if renter occupies space outside of rental hours.

### **Smoking:**

Absolutely **no smoking or vaping** is permitted inside or outside of any City owned facility or in City Parks.

### **Student Groups:**

- Groups consisting primarily of students (including college) must be sponsored by an organization which is recognized and in good standing with the Bowling Green 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 & Recreation: 419-354-6223**

**Business Hours:** Mon-Thurs 5:30 am – 9 pm Fri 5:30 am – 7 pm Sat 8 am – 5pm Sun 10 am – 5 pm

**Summer Hours are the same as listed above with the exception of closing at 8 pm Monday – Thursday.**

**Holiday Hours: 9 am—5 pm (Except on Christmas Day, New Year's Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, and Thanksgiving Day)**