

**CITY OF BOWLING GREEN, KENTUCKY**  
**FACILITY USAGE RULES AND REGULATIONS**

The following are intended to be the general rules and regulations for the use of City of Bowling Green facilities. All use of such facilities is also subject to the general laws and regulations of the Commonwealth of Kentucky and the City of Bowling Green. Any use of City facilities designated as a special event requires an application and approval from the City. City of Bowling Green sponsored activities have precedence over all other activities.

**AVAILABLE CITY FACILITIES**

The only City facilities available for usage by the general public are those listed in these policies and managed by the Parks and Recreation Department and the Neighborhood and Community Services Department. All other City meeting rooms are restricted for use by the applicable City department and its employees, other City of Bowling Green departments, other governmental entities, intergovernmental organizations with which the City of Bowling Green is affiliated, and for meetings and events held by and under the supervision of City officials or staff that serve a public purpose for the City.

**GENERAL RULES APPLICABLE TO USE OF CITY FACILITIES**

**Use of Facilities**

Facilities are to be used for approved purposes only. The City of Bowling Green reserves the right to inspect premises and facilities at all times to ensure proper usage.

The responsible party/renter must have their reservation confirmation in his/her possession on the day of the reservation. The responsible/renter listed on the reservation confirmation must be on-site the duration of the rental.

**Age of Renter**

Any individual reserving a City facility must be eighteen (18) years of age or older. All persons under the age of eighteen (18) must be under the supervision of a parent, guardian or other appropriate adult at all times.

**Clean Up and Waste Removal / Damage / Failure to Clean Up**

It is the responsibility of the responsible party/renter to maintain the rented facility in a safe and sanitary condition. Upon completion of the rental all decorations, tables, floors and area around the facility shall be cleared. The facility should be returned to the condition it was prior to its rental.

The responsible party/renter shall be responsible for the supervision and control of groups or individuals within the rented facility. Any cleanup or damage to the facility is the responsibility of the responsible party/renter. The responsible party/renter will be billed a damage/cleaning fee (minimum \$25/hour) and will not be allowed to rent facilities in the future if any of the rules/regulations are violated.

## **Discrimination**

Persons or entities permitted to use City facilities and which invite the general public to attend shall not discriminate against individuals based on race, creed, religion, nationality, sex, age or disability.

## **Maximum Occupancy**

All use of City facilities must comply with established maximum occupancies.

## **Parking**

Parking is available on-site for the rental of City facilities on a first-come, first-serve basis and availability is not guaranteed. The reservation does not include guaranteed or reserved parking.

## **Food and Beverages**

Food and beverages are allowed in City facilities. Kitchen facilities are not available so the food must be brought into the facility pre-prepared. Catered food and beverages are allowed as long as the caterer has a valid City occupational license. Alcoholic beverages are not allowed.

## **Decorations**

Candles are prohibited in City facilities. No ladders can be brought in to decorate a City facility. Confetti is not allowed. The use of glue, nails, tacks, screws, staples, or other fasteners that may scratch or otherwise damage surfaces of the City facility are prohibited. The use of tape is allowed, but decorations must be taken down prior to the end of the rental period. The use of chalk on any surface is prohibited.

Decorating is only allowed during the rental time. The responsible party/renter may bring additional folding tables or chairs if needed. The City of Bowling Green shall have no liability for loss or theft of articles stored or kept on site before, during or after the use of a City facility.

## **Animals**

No animals are allowed in City facilities except for service animals.

## **Sales and Service Vendors / Entry Fees**

No person shall vend, sell or offer for sale any food, beverage or other commodity or provide services for pay within any City facility or place any stand, cart or vehicle for the purpose of offering for sale any food, beverage or other commodity without authorization from the appropriate City director. Individuals or groups acquiring such authorization are responsible for obtaining all necessary permits or licenses for their function. No person shall charge admission fees for persons entering any City facility unless authorized by the appropriate City director.

The City reserves the right to collect a vendor fee for the use of any City facilities. The applicable director shall have the authority to prohibit certain uses and activities in City facilities and to establish the appropriate fee.

### **Smoking**

Smoking is prohibited in City facilities and smoking outdoors must comply with City ordinances and policies.

### **Amplified Sound / Music**

The City's noise ordinance must be followed in all areas of City facilities. Music and other amplified sound and music must not be played at a volume that could disturb other persons within the facility. Music with profanities will not be tolerated. The renter is responsible for complying with applicable licensing and copyright requirements.

### **Abandoned or Unattended Property**

Any personal property left in any City facility after the end of the rental period shall be considered abandoned and the City may dispose of such property in conformance with State and local laws and regulations.

### **Terminating Reservations**

The applicable City Director or designee shall have the right to terminate the rental of the facility if City staff determines that the event or the guests attending the event pose a risk to the safety of persons or property on the facility, that the renter is not complying with the facility use policies or that the renter or guests are violating any federal, state or local laws, rules or regulations. Upon verbal notice from City staff, security or the police that the rental or event is being terminated, the renter and its guests shall leave the facility immediately and the City shall not be responsible for the refund of any rental fee. A termination of this nature may also result in the denial of future use of City facilities.

### **Indemnification / Insurance**

The City of Bowling Green shall not be liable for any injury to any person or loss or damage to property. The responsible party/renter agrees to waive, release, absolve, indemnify and to hold harmless the City of Bowling Green, its officers, officials and employees from and against any and all claims, suits, actions, damages and/or causes of action arising from the rental of the City facility for any personal injury, loss of life, property damage and any other liability arising out of the rental of the City facility, including the City's attorneys' fees and costs. The responsible party/renter may also be required to provide liability insurance in an amount and from a company satisfactory to the City.

### **Failure to Comply**

The failure to comply with the general and specific department rules for the use of City facilities may result in the denial of future applications for the use of City facilities.

## **SPECIFIC DEPARTMENT RULES AND REGULATIONS**

The Parks and Recreation Department and the Neighborhood and Community Services Department (NCS) are authorized to develop specific policies for the usage of individual facilities.

### **Neighborhood and Community Services (NCS) Department Community Room Specific Rules and Regulations**

Applications for use of the NCS Community Room must be submitted at least two (2) weeks prior to the first day requested. Applications will be considered on a first-come, first-serve basis. All city, state and federal laws, statutes, ordinances, and policies must be obeyed. Recurring reservations may be allowed only within the discretion of the NCS Director and shall not be allowed beyond six (6) months.

The NCS Community Room hours are limited to 7:30 a.m. to 9:00 p.m. and is not available during City recognized holidays or holiday weekends. The NCS Director reserves the right to review the policies and procedures and make amendments or interpretations as deemed appropriate.

NCS staff reserve the right to enter the Community Room at any time. No alcoholic beverages, illegal substances or profanity are permitted on City property. No product literature may be distributed during group meetings for non-profit purposes.

The NCS Community Room may be used by any club or community group of persons meeting for non-profit purposes, provided the proper request has been made, reviewed and approved by the NCS Director or designee. Eligible groups include:

- City departments
- Neighborhood organizations or community organizations
- Civic organizations
- Other governmental agencies
- Social clubs whose intent is educational or cultural in nature
- City staff

The NCS Community Room may not be used by the following:

- Any group meeting for a profitable purpose.
- Family group meeting for family or personal reasons, such as family reunion, wedding, reception, birthday party, graduation party or other similar group gathering.
- Any group which has been deemed unsatisfactory for any reason by the NCS Director or designee during prior use.

Rental rates shall be recommended by the NCS Director with approval by the City Manager or Board of Commissioners and are non-refundable unless the reservation is cancelled by the City. Refunds shall not be made if the cancellation or termination of the rental is made by the City due to damage or violations of the rental agreement by the renter. Rentals paid by credit card may be reserved via phone.

Cash or check payments must be made in person. The facility is not reserved until payment is received. Fee requirements shall apply as follows: (Organizations are listed based on priority in case of appointment conflict.)

- NCS Department: No damage deposit and no rental fee required, can make reservations for any event at any time.
- City Departmental Use: No damage deposit and no rental fee required, can make reservations for any event at any time.
- City Staff and Other Governmental Agencies: No damage deposit and no rental fee required, can make reservations for any event at any time.
- City Sponsored Organizations: These are organizations either formal or informal that the City complements and supported by staff time, financial resources, or that serve a public purpose which benefits the City and its residents. No damage deposit and no rental fee required, can make reservations for any event at any time.
- City Sanctioned Organizations: These are organizations either formal or informal that the City complements and supported by staff time and are encouraged and developed by actions of City staff in a professional capacity. A \$50 damage deposit is required, but no rental fee is required and reservations may be made 90 days in advance for recurring rentals.
- Outside Organizations: These are organizations that are eligible as listed above and may be formal or informal, but do not meet one (1) of the definitions listed above. A \$50 damage deposit and a rental fee as set out below is required and rentals may only be made up to 30 days in advance.

Should any emergency take place dial 911 immediately. For non-emergency situations, contact Police Dispatch at (270) 393-4537. Accidents, injuries, and/or damage to property are to be reported to the Neighborhood and Community Services Offices at (270) 393-3674 immediately.

### **Parks and Recreation Department Specific Rules and Regulations**

Indoor rentals are available in the Bowling Green Community Center, the Kummer-Little Recreation Center and the Parker Bennett Community Center. These facilities are available only during designated times. Facility rentals are made with the City of Bowling Green Parks and Recreation Office on a first-come, first-serve basis and are non-refundable unless the reservation is cancelled by the City. Refunds shall not be made if the cancellation or termination of the rental is made by the City due to damage or violations of the rental agreement by the renter. Rentals paid by credit card may be reserved via phone. Cash or check payments must be made in person. The facility is not reserved until payment is received. Recurring reservations may be allowed only within the discretion of the Parks and Recreation Director and shall not be allowed beyond six (6) months.

The rental of Park facilities requires the completion and approval of a Rental Information Application. Rental fees are recommended by the Parks and Recreation Director with approval by the City Manager or Board of Commissioners.

City staff will set up tables and chairs for events in the three (3) indoor facilities. All additional supplies are the responsibility of the renter.

The Parks and Recreation Director shall have the right to review these policies and procedures and make amendments or interpretations as deemed appropriate.

Should any emergency take place dial 911 immediately. For non-emergency situations, contact Police Dispatch at (270) 393-4537. Accidents, injuries, and/or damage to property are to be reported to the Parks and Recreation Office at (270) 393-3249 immediately.