

BOWLING GREEN, KENTUCKY DEPARTMENT OF PARKS
RULES AND REGULATIONS

The following are intended to be the general rules and regulations for the use of Bowling Green recreational facilities. All use of such recreational 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 or property 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. The Rules and Regulations shall be enforced by the City Parks Department with the assistance of the City Police Department if necessary.

GENERAL PARK RULES AND REGULATIONS

Closed Parks

No person shall enter or remain in any City park or facility after the park or facility has closed to the public. The City further reserves the right to close the park during normal operating hours for maintenance or other reasons within the discretion of the City.

Use of Park Facilities

Surfaced courts are to be used for their intended purpose and no bicycles, skateboards, roller blades, roller skates and similar items are to be used on such surfaced courts unless specifically allowed.

Damage to Park Trees and Grounds / Wildlife

No person shall damage, cut or injure any park tree, shrub, bush or similar park amenity, pick the flowers of any park shrub or bush, injure the bark of any tree or remove any soil, rock, stones, fallen timber or other wood or materials from any park or remove, excavate, harm or destroy any site, building, artifact or other City property. Some City parks contain undomesticated animals, insects and snakes. The use of the park is at the user's own risk and the user should avoid those animals, insects and snakes. All wildlife in City parks is protected. No hunting or trapping of wildlife is allowed in any City park unless authorized or conducted by the City.

Camping

Camping overnight is prohibited in all City parks.

Metal Detectors

Metal detecting is allowed in public areas of City parks with the exception of all golf courses, all athletic ball fields, the Russell Sims Aquatics Center and other locations as determined by the Parks and Recreation Director. The following rules must be adhered to when metal detecting in City parks:

- Metal detecting is only allowed during daylight hours.
- All federal and state antiquity laws must be obeyed.
- If an item of possible historic or cultural significance is found, leave the item where you found it. Please contact Parks Administration Offices at (270) 393-3249. Historic or culturally significant items are the property of the City and will be used to help interpret the park and its history.
- The probing and digging for items is limited to the use of an ice pick, screwdriver or small knife. The use of larger digging tools is prohibited. After digging all turf and dirt must be replaced and returned to its original condition. Take care to not damage tree roots. Do not probe deeper than six (6) inches. Any damage to utilities or irrigation systems shall be the responsibility of the person doing the metal detecting.
- The cutting of vegetation and driving of motor vehicles outside of designated areas is prohibited.
- Metal detecting is allowed in playgrounds only when children are not present.

Grills / Fires

No fires are permitted. Charcoal grills are provided on-site for cooking, but shall not be left unattended. The user of the park must bring their own charcoal and grills must be cleaned before usage. No person shall leave any park facility without first having completely extinguished any flame or coals. Portable fire pits are prohibited.

Driving and Parking of Motor Vehicles / Skates

Driving of motor vehicles is allowed only on designated driving surfaces. Parking areas and speed limits are to be observed. Handicapped parking areas are posted. Only vehicles marked with handicapped permits are allowed in these spaces. Unlicensed vehicles, including but not limited to motor vehicles, go-carts, mini-bikes and ATV's are prohibited. No overnight parking is allowed and any vehicles left at the time of the closing of the park will be towed. No motor vehicles are allowed on walking trails. No motor vehicle repair is allowed in City parks. The use of roller skates, skateboards or similar items is allowed in City parks only in designated areas.

Pets

All pets must be kept on a leash other than at designated areas in a dog park. The owner or other person in charge of the pet shall clean up after the pet. No domestic fowl, horses, swine, sheep, goats or other livestock are allowed in City parks except upon approval of the Director or designee.

Sales, Services or Charging Admission Fees

No person shall vend, sell or offer for sale any food, beverage or other commodity or provide services for pay within any park to the public or place any stand, cart or vehicle for the purpose of offering for sale any food, beverage or other commodity without authorization from the Parks and Recreation

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 park unless authorized by the City. The City reserves the right to collect a vendor fee for the use of City parks. The Parks Director shall have the authority to prohibit certain uses and activities in City parks and to establish the appropriate fee.

Smoking, Glass Bottles, Alcohol, Fireworks and Disorderly Conduct

Smoking is prohibited in City parks, except in designated areas such as parking lots of City parks and in the non-building area of City golf courses and City cemetery. All persons smoking in permitted areas shall dispose of the remains of any cigarette, cigar or other tobacco product in the appropriate trash receptacle provided by the City and shall not litter any City park.

Glass bottles of any and all kinds are prohibited.

The possession and consumption of alcoholic beverages are prohibited unless the possession and consumption of alcoholic beverages is permitted by the appropriate license, which requires approval by the Board of Commissioners.

The use of fireworks is prohibited in City parks unless permitted as part of a special event.

Disorderly conduct will not be tolerated, including but not limited to using loud and abusive language, breaking limbs of trees, and/or damaging any property.

Tents

Tents must be un-staked and less than 120 square feet. Erecting a larger tent than 120 square feet will require a Tent Permit from the Neighborhood and Community Services Department located at 707 E. Main Avenue or contact (270) 393-3676. Due to irrigation lines, no stakes are to be driven into the ground for any reason.

Amplified Sound / Music

The City's noise ordinance must be followed in all areas of the park. Music and other amplified sound and music must not be played at a volume that could disturb other park guests. Music with profanities will not be tolerated. Live bands and DJ's require a Special Event Permit. The renter is responsible for complying with applicable licensing and copyright requirements.

Signs / Displays

No person shall paste, glue, tack, install or otherwise affix or post any sign, placard, advertisement or other items to any tree, structure, bench or other park amenity in any City park. No person shall paste, glue, tack, place, install or otherwise affix or post any unattended sign, placard, advertisement or other items in any location in a City park, except for sponsorship acknowledgements and memorials approved by the Parks Director or designee.

Signs, placards, advertisements or other similar items may be installed in City parks as authorized as part of a special event permit with the renter or responsible person representing the renting entity remaining on the rented premises during the time of the rental period.

The City of Bowling Green assumes no liability or responsibility for the cost or expense of the installation, maintenance, operation or security related to any signs, placards, advertisements or other similar items authorized by permit. Any damages resulting from the theft, destruction or harm to the sign, placard, advertisement or similar items shall be the sole responsibility of the responsible party/renter.

Any signs, placards, advertisements or similar items remaining on City property after the conclusion of the special event shall be disposed of by the City at the responsible party's/renter's expense and that cost shall be deducted from any deposit provided to the City.

The person installing any signs shall be responsible for any damage to City property, including but not limited to any above ground or below ground utilities or irrigation system, and it is the responsibility of the person renting the facility to determine the location of utilities and irrigation lines prior to installation.

Abandoned or Unattended Property

Any personal property left in any City park after closing hours shall be considered abandoned and the City may dispose of such property in conformance with State and local laws and regulations.

Cremation Remains

No cremation remains shall be disposed of in any City park without the express written consent of the Parks Director.

Model Airplanes / Drone Use

The use of model flying airplanes and drones are prohibited in all City parks unless the model airplane or drone is being used for City purposes or with the written consent of the Parks Director or designee. Any request to use a model flying airplane or drone shall be made in writing to the Parks Director setting out the dates, time and intended purpose for the use of the airplane or drone. The Parks Director shall have the authority to limit such use to specific parks, specific locations and at specific times.

No model flying airplane or drone shall be used to fly over the Russell Sims Aquatics Center, the City golf courses or any other location prohibited by the Parks Director.

Any use of the model airplane or drone shall comply with all applicable federal, state and local laws, rules and regulations. Any person permitted to use a model flying airplane or drone in any City park shall agree to indemnify and hold the City harmless from any claims regarding the use of the airplane or drone.

Large Inflatables and Amusement Rides

Large inflatables or similar devices five (5) feet or more in height are allowed in City parks only upon written permission of the Parks Director or the approval of a special event permit application. Water slides, water games, swimming pools, dunk tanks, petting zoos, pony/horse rides, amusement rides or any other equipment not inherent to park property is prohibited.

Unauthorized Use of Parks or Disruption of Permitted Use of Parks

No person shall hold or attempt to hold any parades, rallies or similar events requiring the approval of a special event application unless that application has been approved. No person shall interfere with or disturb the activities of any other person or organization that has been granted authority to use a City park.

Memorials

The Parks and Recreation Director shall have the authority, at his sole discretion, to approve the installation of small memorials to include benches and tree plantings in a value less than \$5,000. Any request for the installation of a memorial greater than \$5,000 shall require the approval of the Board of Commissioners. The design and location of the installation shall also be approved by the Parks Director in his sole discretion.

The costs of the materials, installation and maintenance of the memorials shall be the responsibility of the person requesting the installation as set out in a written agreement between the parties. Once installed, the memorial shall become the property of the City, but the City shall have no responsibility to maintain, replace or to repair the memorial, and any cost of maintenance, repair or replacement shall be the responsibility of the requester. The City also reserves the right to relocate or remove memorials at its discretion based on future needs of the applicable park.

Director's Banning Authority

All persons using City park facilities shall comply with directions from authorized City staff. Upon direction from any authorized City staff person, the violator shall cease the violation. The Parks and Recreation Director, or any persons designated by the Director, shall have the authority to eject persons from any City park for the violation of these rules.

In addition, the Director shall have the authority to ban in writing any person from City parks for the violation of these rules for a period as determined by the Director in his sole discretion. Any appeal to the decision of the Director shall be made to the City Manager within seven (7) days from the date of the written notice.

FACILITY RENTALS

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.

Unreserved park areas remain open to the general public unless the facility rentals allows for exclusive use by the renter. Any person wishing to install temporary fencing and gates to prohibit the general public from entering any park shall obtain the prior written approval of the Board of Commissioners. Any individual reserving a City Parks facility must be eighteen (18) years of age or older.

The following activities are examples of activities that require a Special Event Permit and could require a Certificate of Insurance which names the City of Bowling Green as an additional insured. The renter must confirm with City staff if a Special Event Permit, a Parade Permit or a Filming Permit is required and must complete and obtain approval of the applicable application.

- Any use of Fountain Square Park, Circus Square Park or RiverWalk Park.
- Operation of special amusements, including but not limited to animal (horse, pony, or other live animal) or mechanical rides, inflatable play amusements, rock climbing walls and musical or theatrical performances.
- Conduct of camps, fairs, exhibitions, rallies, fundraising efforts, races, walks, athletic league games or practices and other organized events.
- Construction of tents, canopies, inflatable amusements, or other temporary structures. This includes, but is not limited to moon walks, water slides, dunking booths and portable pools.
- Use of musical instruments, radios and other sound devices, and amplified sound equipment.
- Sale or distribution of food, beverages or other goods.
- Collection of fees or monetary contributions.
- Sale of alcoholic beverages.
- Conducting parades.
- Conducting a filming project

The rental of additional outdoor and indoor facilities requires the completion and approval of a Rental Information Application. Indoor rentals are available in the Bowling Green Community Center, the Kummer-Little Recreation Center and the Parker Bennett Community Center. Copies of the Indoor Facility Rental Information sheet and Indoor Facility Request Form are attached to these policies.

Outdoor facilities available for rental include City basketball courts, croquet court, tennis courts, volleyball courts, trails, disc golf courses, soccer fields, futsal courts, softball fields and baseball fields. Copies of the Outdoor Facility Rental Information sheet and Outdoor Facility Request Form are attached to these policies. Certain facilities are available only during designated times. Payment and the following information is needed on the application:

- Contact information
- Date
- Location or facility requested
- Type of event or intended use
- Number of attendees
- Arrival and departure times
- Special requests
- Release and waiver statement

The City also has outdoor shelters in its parks that are available for rentals. Park shelters are available for rental between the hours of 8:00 a.m. and 9:00 p.m. Shelters are not available prior to the scheduled time. Clean up should begin prior to the end of the rental time and the space must be completely vacated at the end of the rental period. Shelters are available for rent from March 15-October 31.

Outdoor Shelter Rental Locations

- Covington Woods Shelter #1, 2, 3 and Gazebo
- HP Thomas Shelter #1
- Kereiakes Shelter #1 and 2.
- Lampkin Shelter #1, 2, and 3
- Preston Miller Shelter #1 and 2
- Roland Bland Shelter #1

Gazebo

The gazebo at Covington Woods is available for rental. It is a 14 foot decorative gazebo with electrical outlets. This is an ideal area for wedding ceremonies and photo opportunities of all kinds including engagement photos and graduation pictures.

GENERAL RENTAL RULES

Cancellations

The responsible party/renter shall notify the Parks and Recreation Administrative Office as soon as possible in the event of a cancellation. All rental payments are non-refundable unless the City cancels the rental.

Clean Up and Waste Removal

City maintenance staff runs trash and cleanup from 6:00 a.m. to 8:00 a.m. each morning at its outdoor parks. This is the only time the shelters are cleaned. 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. Park users are responsible for removing all waste material

generated by their activities from facility area. Rental fee includes waste receptacles. Trash cannot be left beside the receptacle. All trash must be placed in receptacle or taken with the renter.

Damage / Failure to Clean Up

The responsible party/renter shall be responsible for the supervision and control of groups or individuals within the rented area. Any cleanup or damage to the park 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 Park facilities and which invite the general public to attend shall not discriminate against individuals based on race, creed, religion, nationality, sex, age or disability.

Supplies / Decorating

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. Candles are prohibited in the three (3) indoor 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 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. Picnic tables inside the park shelters must stay inside and are not to be removed from the shelter site. 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 park facility.

Electricity/Water

All shelters are equipped with lights that are set on a timer and electrical outlets. Some shelters have ceiling fans that are operated via a timer. Water access is available at all shelters. Lighting and water for outdoor athletic facilities will be determined based on the approval of the permit application.

Grills

No fires are permitted. Charcoal grills can be used for cooking, but should not be left unattended. The renter must provide the charcoal and grills must be cleaned before usage. No person shall leave any park facility without first having completely extinguished any flames or coals. Portable fire pits are prohibited.

Additional Rules

A shelter/gazebo rental includes the shelter/gazebo only. Requests can be made to include adjacent outdoor facilities or trails at additional costs. The rest of the park facilities are open to the general public.

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. A park attendant will be provided for the rentals of outdoor sports facilities if deemed necessary in order to assist in the operation of the facility and to manage the restrooms. That park attendant has the authority to postpone or cancel events at the outdoor sports facility to prevent damage to the fields. The hiring of umpires and similar positions shall be the responsibility of the renter.

Persons or entities renting outdoor sports facilities may use contracted concessionaires at its event upon approval by the City Parks Department. Any person or entity providing concessions must be registered with the City of Bowling Green and shall be in compliance with all applicable laws and regulations, including but not limited to Health Department regulations. The location of any concessionaire must be approved by the City Parks Department.

The responsible party/renter must have their reservation confirmation in his/her possession on the day of the reservation. Transfer of parks facilities and shelters to another party is not allowed. The responsible/renter listed on the reservation confirmation must be on-site the duration of the rental.

City-owned Parks are patrolled by the City of Bowling Green Police Department. Dial 911 for any emergency situation. 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.

All provisions of the City's Ordinances governing the public use of grounds shall apply.

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

Indemnification

The responsible party/renter agrees to waive, release, absolve, indemnify and to hold harmless the Bowling Green Parks and Recreation Department's employees and 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.

Russell Sims Aquatics Center

Russell Sims Aquatic Center is open from approximately Memorial Day to Labor Day with varying operating hours and days. The normal operating hours are:

Monday	10:30 a.m. - 6:30 p.m.
Tuesday	10:30 a.m. - 6:30 p.m.
Wednesday	10:30 a.m. - 6:30 p.m.
Thursday	10:30 a.m. - 6:30 p.m.
Friday	10:30 a.m. - 8:00 p.m.

Saturday 10:30 a.m. - 8:00 p.m.
Sunday 12:00 p.m. - 8:00 p.m.

The hours may vary due to weather or special events. Verification of hours on specific days can be found by viewing the Russell Sims Aquatics Center online calendar or by calling (270) 393-3271 or 1-866-382-1794 to verify hours. Additional rules and regulations for the Russell Sims Aquatic Center are as follows:

- Children under the age of 13 must be accompanied by a guardian or chaperone at least 16 years old.
- Clean, appropriate swim wear is required. No thong swimsuits, cut-offs or shorts with any metal fasteners will be allowed.
- No chewing gum, outside food, beverages or coolers allowed.
- The City reserve the right to refuse admission to all those having an infectious disease, bandages, or those who may be under the influences of drugs or alcohol, or those exhibiting erratic behavior.
- Tobacco products allowed in designated areas only.
- Diaper-aged children must wear a Swim Diaper.
- 42 inch minimum height requirement to use water slides.
- No eye glasses, tee shirts, jewelry or foreign objects allowed on water slides.
- The park may close or suspend operation due to inclement weather. Weather suspensions are a minimum of 30 minutes.

Dog Parks

The dog parks are for dogs and their owners or handlers only. The climbing, hanging or sitting on fences or gates is prohibited.

Entry into the dog park is at the risk of the dog owners or handlers. Dog owners or handlers are legally and financially responsible and liable for any damage to property, persons or other animals caused by their dog(s). Dog owners or handlers must honor the requests of other owners or handlers regarding their own dogs.

Dogs must remain on leash until they are completely inside the dog park (not just inside the vestibule). Once the dog is off leash, the owner or handler must keep the leash in their possession. All dogs must wear a collar or harness with the required vaccination and license tags attached. Spiked collars are prohibited.

There shall be no more than two (2) dogs per adult (18 years of age or older) owner or handler in the dog park at any one time. Adult owners or handlers must be able to supervise, monitor and control their dog(s) at all times.

Dogs known to have aggressive tendencies are prohibited within the dog park. Dog owners or handlers must leash and remove their dog(s) from the dog park at the first sign of aggressive behavior. Dogs displaying mounting behavior must be immediately removed from the situation. If the mounting situation persists, the dog must be removed from the dog park. Dogs displaying digging behavior must be stopped immediately and the owners or handlers are responsible for immediately filling any holes created by such digging behavior. Dogs exhibiting uncontrollable barking behavior must be removed from the dog park.

Additional rules and regulations regarding the Dog Parks are as follows:

- Dogs under 4 months of age or have not completed a full program of vaccinations are prohibited.
- Female dogs in heat are prohibited.
- The small dog area is limited to dogs weighing less than 30 pounds.
- All dogs must have current Rabies, Distemper, Parvo, and Bordetella (Kennel Cough) vaccinations. A Rabies tag must be worn and displayed by all dogs at all times and the dog owner or handler is required to carry vaccination records. It is also recommended that dogs be on a flea and heartworm preventative medication.
- All dogs must be licensed through the City of Bowling Green as required by the Bowling Green Animal Control Ordinance. City license tags may be purchased at the Humane Society, 1925 Old Louisville Road. License tags must be worn and displayed by all dogs at all times.
- Dogs known or suspected to be ill with a viral infection (kennel cough, Parvo, Distemper), a parasitic infection (worms, fleas, ticks), or with any open wounds are not permitted in the dog park.
- All owners or handlers must pick up any waste left by their dog(s) to ensure cleanliness and to avoid potential health risks. Mutt Mitts are available in dispensers around the dog park.
- Children under the age of 3 are prohibited from entering the dog park. Children ages 3-7 must be within arm's length of a supervising adult at all times. Children ages 8-17 must be under strict adult supervision at all times.
- Food (both human and canine varieties) and glass containers are prohibited within the dog park, although canine training treats are permissible. Alcohol and smoking are prohibited within the dog park. Please place all litter into the provided trash receptacles.

- Dog toys may be used responsibly in the dog park provided that they do not interfere with the enjoyment of the facility by other dogs and their owners or handlers.
- Dogs, owners or handlers, and dog park users creating a disturbance or violating posted rules must immediately leave the dog park if requested by law enforcement personnel, park personnel or their designated agents, and the refusal to comply may result in the permanent or temporary loss of dog park privileges.

The Bowling Green Parks and Recreation Department reserves the right to close the dog park for maintenance and repairs.

Park hours are from Sunrise until Sunset. Please report issues to the Bowling Green Parks and Recreation Department at (270) 393-3249. Call 911 in case of emergencies.

Skate Park

The Skate Park is an unsupervised park and use of this facility is strictly at the user's own risk. The City of Bowling Green does not assume any responsibility for loss or injuries and the use of the Skate Park is subject to the Kentucky State Recreational Use Statute as set out in KRS 411.190, as well as the following rules and regulations:

- Only skateboards, in-line skates and BMX bikes are allowed in Skate Park.
- Use of park is permitted during posted park hours only. Violators will be cited.
- Use of safety equipment, such as helmets and pads, is strongly recommended and encouraged.
- Users must possess sufficient skills to use the park. Relative to this Skate Park, sections of the park are marked as Easier, More Difficult, and Advanced. Skate/Ride within your own skill level.
- Children should have adult supervision.
- Bicycles must have protective covering over pegs.
- Weather conditions such as rain, snow or ice can impair ramps and skating surfaces increasing your chance of injury.
- Beware of flying skateboards and bikes.
- Spectators must stay off the concrete.
- Obstacles, ramps, other equipment or materials are not permitted to be used or added to the facility.

The Skate Park is self-policing. Please skate safely and be respectful and courteous to others. Share the park.

The following are not permitted in Skate Park:

- Alcoholic Beverages/Drugs
- Smoking/Tobacco Products
- Bullying/Fighting
- Profanity
- Graffiti/Tagging
- Pets
- Loud Music
- Glass Containers
- Food/Beverages
- Scooters
- Road/Mountain Bicycles

Improper conduct may result in suspension or expulsion from Skate Park and may result in temporary closure of the facility.

Special events require permitting by the City of Bowling Green.

Please report any damage, hazardous conditions, concerns or suggestions to the Bowling Green Parks and Recreation Department, 225 E. Third Avenue, (270) 393-3249.

Special Events

The following activities require a Special Event Permit and could require a Certificate of Insurance which names the City of Bowling Green as an additionally insured. To obtain an application visit Neighborhood and Community Services Department located at 707 E. Main Avenue or call (270) 393-3641.

- Operation of special amusements, including but not limited to animal (horse, pony, or other live animal) or mechanical rides, inflatable play amusements, rock climbing walls and musical or theatrical performances.
- Conduct of camps, fairs, exhibitions, rallies, fundraising efforts, races, walks, athletic league games or practices and other organized events.
- Construction of tents, canopies, inflatable amusements, or other temporary structures. This includes, but not limited to moon walks, water slides, dunking booths and portable pools.
- Use of musical instruments, radios and other sound devices and amplified sound equipment.
- Sale of food, beverages or other goods.
- Collection of fees or monetary contributions.

- Sale of alcoholic beverages.

Use of Circus Square Park, Fountain Square Park or RiverWalk Park

To obtain approval for the rental of Circus Square Park, Fountain Square Park or RiverWalk Park (collectively referred to as Downtown Parks), the applicant must complete an application form available from Bowling Green Parks and Recreation Department or through the City of Bowling Green website at www.bgky.org and return it by:

Mail-in: Bowling Green Parks and Recreation
Attn: Administrative Office
225 E. Third Avenue
Bowling Green, KY 42101
Email: Karen.Peerce@bgky.org
Fax-in: (270) 393-3603
Drop-off: Monday - Friday, 7:30 a.m. – 5:00 p.m.

Applications will be considered on a first-come, first-serve basis. Incomplete applications will not be considered. Copies of the Downtown Park Rental Information sheet and Downtown Parks Request Form are attached to these policies.

Bowling Green Parks and Recreation and City sponsored programs take precedence in scheduling.

An organization or individual wanting to use Fountain Square Park, Circus Square Park or RiverWalk Park for a private event is required to submit an application 30 days prior to the requested date of use. The Release and Waiver must be signed and a fee is required for each day that the park is to be used.

Reservations are contingent on the receipt of the completed application and payment of all applicable fees. Notice of cancelation is required at least two (2) weeks prior to the event for any refunds to be provided. Circumstances beyond the City's control are not a basis for a refund.

If tents are to be erected inside of the park, approval of the location for the installation of the tent is required by the Parks and Recreation Department. If the tent size exceeds 400 sq. ft. with sides or exceeds 700 sq. ft. without sides, a tent permit will be required from the City's Building and Inspection Office located at 707 E. Main Avenue or call (270) 393-3615.

After consideration, the request will be sent for scheduling. The Parks and Recreation Administrative Office will contact the organization/individual when approved. If the request is denied, an explanation will be provided.

A cleanup/damage deposit of is required once the rental is approved. The organization/individual shall leave Fountain Square Park, Circus Square Park and/or RiverWalk Park as it was before the event. Any damages, repairs or costs involved in the replacement of and labor for the replacement of flowers, shrubs, trees or other City property will result in the denial of a portion or the entire deposit depending on

the amount of damages. The organization/individual renting the park shall be responsible for any damages exceeding the amount of the deposit. If there is no damage and all clean-up has been provided by the individual or organization requesting use of the facility, the deposit will be submitted back in full to the requesting party.

Additional rules and regulations regarding the use of any of the Downtown Parks are as follows:

- The use of silk flowers, rice or silly string during wedding recessionals or other events is prohibited. Only organic material can be used.
- Decorations: Confetti and bird seed are not allowed. The use of glue, nails, tacks, screws, staples or other fasteners that may scratch or otherwise damage park property are prohibited. The use of tape is permitted, but decorations must be taken down prior to the expiration of the rental period. The use of chalk on any surface is prohibited. Decorating is only allowed during the rental time.
- Cooking and grilling may take place only in existing grill areas.
- City Ordinance and state law prohibit the use of alcohol in a park for a private function or event. Organizations may obtain a lease for the park and temporary liquor license for alcohol consumption, which requires approval by the Board of Commissioners.
- Parking around or near Fountain Square Park and Circus Square Park is public parking and is not guaranteed.
- Publicity and signs provided by the organization or an individual must not give the impression that the City of Bowling Green sponsors the program or event unless the City specifically agrees to be a sponsor of the program or event. All signs must be pre-approved by the Parks Director or designee. Any awareness ribbons or signs may be placed in the park only during the time of the rental. Such signs or ribbons may not be placed along the outside perimeter of the park or on any tree or City property in the park. The renter or organization shall determine the location of any utilities and irrigation lines in the park prior to installing any items. Any damage to utilities or irrigation systems shall be the responsibility of the renter or organization.
- The renter or an authorized representation of the organization must be on the premises at all times during the rental hours. Minors under the age of 18 must be in the care of an adult at all times.
- Persons or entities permitted to use these three (3) parks shall not discriminate against individuals based on race, creed, religion, nationality, sex, age or disability.

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

Additional details for the rental of each specific Downtown Park is listed below. Contact the Parks Administrative Office for a list of current fees for rental and deposit requirements.

Circus Square Park:

- Minimum rental is 4 hours
- Full Day Rental (8 hours, plus)
- Cleanup/damage deposit required and refundable
- Non-profit discount – 25%

Fountain Square Park and/or RiverWalk Park:

- Per hour rental is available
- Full Day Rental (8 hours, plus)
- Cleanup/damage deposit required and refundable
- Non-profit discount – 25%