



Outdoor Facility Rentals

Bowling Green Parks & Recreation

Administrative Office

225 E. Third Avenue

Bowling Green, KY 42101

(270) 393-3249

Office Hours are Monday thru Friday 7:30am-5:00pm

www.bgky.org/bgpr



We're online! www.bgky.org/bgpr

Information about our shelter facilities can be found on the City of Bowling Green website. Pictures of our facilities are located on the individual park web page or in the photo gallery section.

Facility Rentals

Facility rentals are made with the City of Bowling Green Parks and Recreation Office on a first-come, first-served basis and are non-refundable. Rentals paid by credit card may be reserved via phone. Cash or check payments must be made in person. Facility is not reserved until payment is received. Payment and the following information is needed at the time of booking:

- Date
- Location
- Type of event
- Number of attendees
- Arrival and departure times

We begin accepting reservations on the second Monday in January. Our office is open Monday thru Friday from 7:30 a.m. – 5:00 p.m.

Outdoor Facility Rental Locations

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

Hours of Rental

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 from March 15-October 31.

Cancellations

All shelter payments are non-refundable.

Damage/Clean Up

Any cleanup or damage to the park shelter is the responsibility of the lessee. The lessee will be billed a damage/cleaning fee (minimum \$25 per hour) and will not be allowed to rent facilities in the future if any of the rules/regulations outlined in this brochure are violated.

Indemnification

The responsible party/renter agrees to waive, release, absolve, indemnify, and to hold harmless the Bowling Green Parks and Recreation Department's employees, City of Bowling Green, its' officials, and employees from and against any and all claims, suits, actions, damages and/or causes of action arising during the term of this agreement, for any personal injury, loss of life, and liability incurred in and about any such claims the investigation thereof of the defense of any action process brought thereon and against any orders and/or judgments that may be entered therein.

Decorating

No ladders can be brought in to decorate. Confetti is not allowed. The use of glue, nails, tacks, screws, staples, or other fasteners that may scratch or otherwise damage surfaces of the shelter are prohibited. You may use tape, but decorations must be taken down before you leave. The use of chalk on any surface is prohibited. Decorating is only allowed during your rental time. Picnic tables inside the park shelters must stay inside and are not to be removed from the shelter site. You may bring additional folding tables or chairs if needed.

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.



Grills

Charcoal grills are provided on-site. You must bring your own charcoal and grills must be cleaned before usage. Portable grills are permitted, but may not be located underneath shelters or on any concrete or blacktopped area. No fires except in grills designated for that purpose. Fires should not be left unattended. No person shall leave any park facility without first having completely extinguished any fire. Portable fire pits are prohibited.

Restrooms

Please see facility maps beginning on page 8 for restroom locations.

Parking

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 are prohibited including, but not limited to go-carts, mini-bikes, and ATV's. **Parks close at 11:00 p.m.** No overnight parking allowed, violators will be towed.

Pets

All pets must be kept on a leash. Please pick up after your pet.

Sales or Charging Admission Fees

No person shall vend, sell or offer for sale any food, beverage, or other commodity within any park to the public 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.

Visit our website at www.bgky.org

Smoking, Glass, Alcohol, Firearms, Fireworks, and Profanity

The following is prohibited:

- Smoking- City ordinance restricts smoking to the parking areas of all City parks and the non-building areas of City golf courses and cemetery.
- Glass bottles
- Alcohol
- Firearms
- Fireworks
- Disorderly conduct will not be tolerated. This includes using loud and abusive language, breaking limbs of trees, and damaging property.



Tents

Tents must be unstaked and less than 120 square feet. Erecting a larger tent than 120 square feet would require a Tent Permit from Housing and Community Development, 1017 College Street, Phone: (270) 393-3676. Due to irrigation lines, no stakes are to be driven into the ground for any reason.

Music

The City's noise ordinance must be followed in all areas of the park. 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. (see Special Events on page 7.)



Gazebo

The gazebo at Covington Woods is available for rental. **It is a 14' 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.

Clean Up and Waste Removal

Our maintenance staff runs trash and cleanup from 6:00 a.m. - 8:00 a.m. each morning. This is the only time the shelters are cleaned. It is the responsibility of the lessee to maintain the facility in a safe and sanitary condition. Upon completion of the rental all decorations, tables, floors, etc. shall be cleared. The shelter should be returned to the condition it was prior to your rental.



Park users are responsible for removing all waste material generated by their activities from shelter areas. Rental fee includes waste receptacles. Trash cannot be left beside the receptacle. All trash must be placed in receptacle or taken with the lessee.

Additional Notes

- When renting a park facility, you are renting the shelter/gazebo only. Requests can be made to include adjacent outdoor facilities or trails with your rental. (see Athletic Facilities, additional costs apply) 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.
- Commercial event information or those events that are open to the public require a Special Event Permit. (see Special Events)
- Political Meet & Greets are allowed. Although no person shall place, permit to be placed or permit to remain any type or form of political campaign posters, pictures or signs on any public property, public buildings, public rights-of-way, public utility poles or traffic signs, whether owned or occupied by the City, State or Federal government or any of their agencies.
- Upon receiving the reservation confirmation, please observe the date, time and location indicated. Any discrepancies contact the Parks and Recreation Office immediately. The lessee must have their reservation confirmation in his/her possession on the day of the reservation.
- Transfer of shelter to another lessee is not allowed. Lessee listed on the reservation confirmation, must be on-site the duration of the rental.

- City-owned Parks and Recreation are patrolled by the City of Bowling Green Police Department. Dial 911 for any emergency situation. For non-emergency situations, contact Police Dispatch at 393-4537.
- **All provisions of the City's Ordinances governing the public use of grounds shall apply.** These Ordinances are available on www.bgky.org.
- Accidents, injuries, and/or damage to property are to be reported to the Parks and Recreation Office at 270-393-3249 immediately.

Athletic Facilities

Ball diamonds, trails, or other recreational fields adjacent to rental facilities are not reserved with the shelter. To request usage, complete an Outdoor Facility Request form by contacting our Athletic Manager at 270-393-3574. Additional costs apply.

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 additionally insured from the vendor and the person/organization renting the facility.

- 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 of food, beverages, or other goods.
- Collection of fees or monetary contributions.



**BOWLING GREEN
PARKS & RECREATION**

Covington Woods Park
Paul Walker Golf Course
1044 Covington Avenue
(61 acres)



- Restrooms
- Parking
- Playground
- Shelter



Water Access	Y	Y	Y	
Ceiling Fans	Y			
Electrical Outlets	Y	Y	Y	
Lights	Y	Y	Y	
Grills	Y	Y	Y	

\$15.00	per 4 hours	\$30.00	All Day
\$10.00	per 4 hours	\$20.00	All Day
\$10.00	per 2 hours	\$30.00	All Day
\$10.00	per 4 hours	\$20.00	All Day

Covington Woods #1	76
Covington Woods #2	48
Covington Woods #3	24
Covington Woods Gazebo	

**Covington Woods #3 requires specific rental times:*

11:00 a.m. - 1:00 p.m. , 2:00 p.m. - 4:00 p.m. - 4:00 p.m. , 5:00p.m. - 7:00 p.m.



Shelter #1



Shelter #2



Shelter #3



Gazebo



BGPR
 BOWLING GREEN
 PARKS & RECREATION
 HP Thomas/Hills Dog Park
 850 Cave Mill Road
 (17.75 acres)

- Restrooms
- Parking
- Playground
- Shelter

H.P. Thomas 64

\$15.00 per 4 hours \$30.00 All Day

Water Access	Y
Ceiling Fans	Y
Electrical Outlets	Y
Lights	Y
Grills	Y



Shelter #1



BGPB
 BOWLING GREEN
 PARKS & RECREATION
 Spero Kerelakes Park
 1220 Fairview Avenue
 (53 acres)

- Restrooms
- Parking
- Gate
- Shelter
- Scorer Box
- Concessions
- Playground

Kereiakes #1	48
Kereiakes #2	36

\$15.00 per 4 hours	\$30.00 All Day
\$10.00 per 4 hours	\$20.00 All Day

Grills	Y	Y
Lights	Y	Y
Electrical Outlets	Y	Y
Ceiling Fans	Y	
Water Access	Y	Y



Shelter #1



Shelter #2

Lampkin Park
938 Morgantown Road
(80 acres)

- Locked Gates
- Restrooms
- Parking
- Shelter
- Scorer Box
- Concessions
- Playground



Old Morgantown Road

Morgantown Road

Woodway Street

Tapps Drive/In

Transportation Department

National Guard Armory

Fairgrounds

JC Pavilion

Basketball Court

Futsal Court

Volleyball Courts

Basketball Court

Tennis Courts

Soccer Field

Red Gailis Field #4

Mike Cobb Field #3

Shelter 1
Capacity: 144

Shelter 2
Capacity: 48

Shelter 3
Capacity: 60

Maintenance Shop

Storage

John Maroney Field #5

EJ Waddle Field #2

JB White Field #1

Water Access	Y	Y	Y
Ceiling Fans			
Electrical Outlets	Y	Y	Y
Lights	Y	Y	Y
Grills	Y	Y	Y

\$15.00	per 4 hours	\$30.00	All Day
\$10.00	per 4 hours	\$20.00	All Day
\$10.00	per 4 hours	\$20.00	All Day

Lampkin Park #1	144
Lampkin Park #2	48
Lampkin Park #3	60



Shelter #1



Shelter #2



Shelter #3



Preston Miller Park
2303 Tomblinson Way
(55 acres)

- Restrooms
- Parking
- Shelter
- Concessions
- Emergency Phone
- Playground



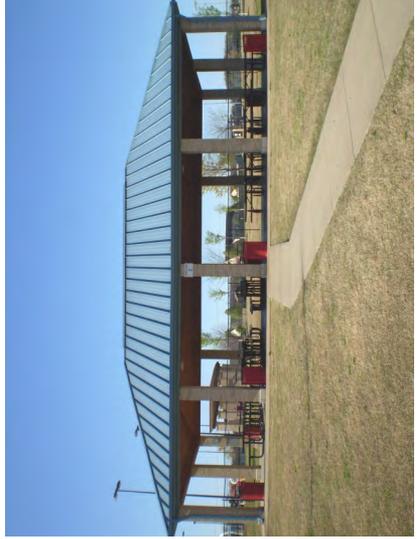
Water Access	Y	Y
Ceiling Fans	Y	Y
Electrical Outlets	Y	Y
Lights	Y	Y
Grills	Y	Y

\$15.00	per 4 hours	\$30.00	All Day
\$25.00	per 4 hours	\$50.00	All Day

Preston Miller #1	60
Preston Miller #2	120



Shelter #1



Shelter #2



**BOWLING GREEN
PARKS & RECREATION**

Roland Bland Park
400 Center Street
(17.76 acres)

-  Restrooms
-  Emergency Phone
-  Playground
-  Parking
-  Shelter
-  Road Closed
-  Sidewalk Only



Roland Bland #1	30
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\$10.00 per 4 hours	\$20.00 All Day
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Water Access	Y
Ceiling Fans	
Electrical Outlets	Y
Lights	Y
Grills	Y



Shelter #1



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