



WARREN COUNTY PARKS AND RECREATION
DEPARTMENT
FACILITY RESERVATION POLICY

1. All rentals will require payment at the time of reservation (excluding Special Events & Tournaments – see No. 5 below). All ball fields rentals require 24-hour notice (see Ball Field Rental Policy). All rentals require a Facility Sales Receipt.
2. All payments must be made by DEBIT/CREDIT CARD or CHECK/MONEY ORDER. CASH IS NOT accepted. A minimal processing fee is charged on all card payments. Any checks returned due to insufficient funds will be subject to a \$15.00 fee payable to WCPRD. Ky. Sales Tax is charged on all payments.
3. Check and card payments will be taken at Main Office 8:00am - 4:00pm Monday - Thursday or 8:00am - 12:00pm on Fridays. Card payments only are taken at the gymnasiums Monday – Friday 8am- 8pm, Saturdays 8am-7pm, and Sundays 1-6pm.
4. All payments are NON-REFUNDABLE, but authorized credits for amount of rental (and sales tax) for cancellations will be made to household's account (excludes debit/credit card processing fee) to be used for a future rental.
5. Special Events and Tournaments require a Special Event and Tournament Application and Contract. Contracts must be signed and required deposits related to Special Events and Tournaments must be made within 10 days of approval, and all other related fees and insurance are due no later than 5 days prior to the event. An event schedule is due 8 days prior to the start date. (See Special Event and Tournament Application for specific details.)
6. If multiple dates are scheduled within a month, all rentals must be paid for at one time before first rental of month. If multiple dates are scheduled within multiple months, each month's reservations must be paid in one payment before the first of each month. Only the Director can authorize this method of payment.

CONTACT NUMBERS

Basil Griffin Park Main Office: 270-842-5302
Ephram White Gymnasium: 270-282-8610
Michael Buchanon Gymnasium: 270-282-8653
Phil Moore Park & Old Alvaton Gym: 270-843-6665
W.C. Senior Center: 270-392-3534
W.C. Tennis Center: 270-285-5115

NOTE: No refunds are permitted without Director approval.