



WARREN COUNTY PARKS AND RECREATION
DEPARTMENT

Facility Reservation Policy

1. All rentals require payment at the time of reservation (excluding Special Events & Tournaments – see No. 5 below). All ball field rentals require a minimum 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. Cash is not accepted. A minimal processing fee is charged on all card payments. Checks are only accepted for league participation fees and Special Event and Tournament payments, with a valid ID. Any checks returned due to insufficient funds will be subject to a \$50.00 fee payable to WCPRD. Kentucky Sales Tax is charged on all payments.
3. Payments can be made 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 8:00am- 8:00pm, Saturdays 8:00am-7:00pm, and Sundays 1:00pm-6:00pm.
4. All payments are NON-REFUNDABLE, but authorized credits for the amount of the rental (and sales tax) for cancellations will be made to the household's account (excluding the 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 the required non-refundable deposits related to Special Events and Tournaments must be made within 10 days of approval. All other related fees and insurance are due no later than 5 days prior to the event. The 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 the first rental of the 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.