



WARREN COUNTY PARKS AND RECREATION  
DEPARTMENT

FACILITY RESERVATION  
RULES & REGULATIONS

1. I understand that I am expected to clean the facility I have rented and to leave it in the same condition as found prior to rental.
2. I agree to abide by WCPRD Severe Weather Policy, Field Playability Policy, Animal Policy, Code of Ethics, League Scheduling Policy, Smoking / Vaping Policy, and Ball Field Rental Policy. These policies are available at the main office located at Basil Griffin Park, located at 2055 Three Springs Road, Bowling Green, Ky., 8am-5pm, Monday-Friday or on our website: warrencountyky.gov
3. I understand that no alcohol or drugs are allowed on WCPRD property.
4. On behalf of the renting organization/individual listed on this page, I agree to follow the terms and policies regarding the utilization of the facilities at WCPRD as outlined on this receipt.
5. I understand to abide by all WCPRD rules and regulations and understand that I will be responsible for any vandalism, damage, or destruction of property if it occurs during my function and shall be responsible for paying for all damages.
6. For large events, special event insurance is required and must be submitted to WCPRD no later than five (5) business days prior to the event date. Failure to provide insurance may result in the event being cancelled.
7. Leagues that are licensed and chartered with WCPRD take priority over all other activities.
8. If using inflatables, I agree to follow all local, state, and federal laws about inflatable operation and safety procedures/guidelines. I also understand that I must check and ensure that any electrical connections made to the inflatable(s) at a WCPRD facility will be compatible with the infrastructure at the given site.
9. I also agree to indemnify and hold harmless Warren County Government officers, directors, judge executives, county officials, and employees from and against all claims, demands, liabilities, suits, damages, costs, and expenses of every kind and description, including penalties and reasonable attorney fees, except as may result from the gross negligence or willful misconduct of Warren County Government officers, directors, judge executives, county officials, and employees.
10. All concessions for scheduled special events by all groups, leagues chartered with WCPRD, and/or W.C. School groups will be conducted by the WCPRD Concessions Vendor per the current Joint-Use Agreement with W.C. Board of Education and WCPRD/W.C. Fiscal Court. Only upon approval of WCPRD Director may any group conduct private concessions, and the following criteria must be met:
  - a) group may have to provide its own power source for concessions trailers, etc. if power requirements at given facility are inadequate for their needs. Renting party is responsible for communicating and coordinating with Parks staff their power requirements/needs;
  - b) group cannot unplug vending machines which are under contract with WCPRD;
  - c) group will obtain a Health Department permit to sell any food cooked on event premises and will provide WCPRD with a copy of said permit no later than five (5) days prior to event;
  - d) WCPRD will not guarantee to provide further logistical infrastructure including light towers, generators, and/or portable toilets. WCPRD has limited availability of these resources and may require the renting group to pay in full for these additional operational expenses.
11. Special events requiring trail marking must be preapproved by Director or Park Manager. Painting across and other directional signs should be avoided, and the use of flags and temporary stakes, signs, or cones should be used instead.

12. If I rent a ballfield in which I utilize the field lights by turning them on manually from the electrical box, I understand that I must also turn them off (manually) when I conclude my field utilization.
13. I understand it is my responsibility to notify WCPRD within 24 hours or the next business day if I cancel due to field playability, weather, etc. when renting ball fields and/or shelters. I understand that payments may be *credited*, and reservations rescheduled due to these types of cancellations. Cancellations for any other reason will not be credited. ***Any unused credits will be forfeited after 12 months.***
14. I understand that if I pay with a check that is returned for insufficient funds, I will be charged a \$15 in addition to my rental fee.
15. I understand that if I pay with a credit card, a minimal nonrefundable processing fee will be added to my rental fee.
16. I understand that the rental price is set at the time of reservation and cannot be adjusted for any changes in pricing that may occur after the reservation has been made or payment has been received.
17. I agree to pay the fees associated with this rental and understand that I must have this form with me at my rental time to validate to any WCPRD official that I am scheduled at the assigned location.

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Reservee's Signature\*\*

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Date

\*\* Signature Disclaimer: Signing this form and/or paying fees associated with this reservation implies agreement to the above rules. and regulations.