



## WARREN COUNTY PARKS AND RECREATION DEPARTMENT

### INLINE HOCKEY RINK RENTAL POLICY

#### **CURRENT HOURLY FEES Apply for all Rentals**

- 1. Reservations are taken by calling (270)842-5302 or in person at WCPRD Main Office (2055 Three Springs Road) during the following hours ONLY:**
  - Monday – Thursday, 8:00am-4:00pm and
  - Friday 8:00am-12:00pm.
- 2. Reservations must be made at least one (1) business day in advance.** Same-day reservations are not accepted.
- 3. Payment required at time of reservation.** All debit/credit card transactions are subject to a minimal **nonrefundable** processing fee (set by processing company). A \$15.00 fee will be charged by WCPRD for any check payments returned for **insufficient funds**. Kentucky Sales Tax is charged on all payments. (No Cash Payments Accepted)
- 4. A reservation confirmation** will be emailed to the renter. Renter should show confirmation on-site as proof of rental.
- 5. A Certificate of Liability is required** at the time of reservation for all reservations involving skating (COL should list "WCPRD, 2055 Three Springs Road, Bowling Green, KY 42104" as a "Certificate Holder." COL is not required for ball hockey (non-skating) rentals.
- 6. Cancellations by Renter:** Renter should notify WCPRD Main Office of cancellation of reservation either in advance or on the following business day to receive a credit to renter's household account with WCPRD for future use. WCPRD does not refund cancellations.
- 7. Cancellations by WCPRD:** If it is necessary for WCPRD to cancel a reservation for any reason, the renter will be notified, and the full payment will be credited to renter's household account with WCPRD for future use.

All rentals are subject to all WCPRD rules and regulations posted at the facility, in addition to all other related policies posted at [warrencountyky.gov](http://warrencountyky.gov)