



**WARREN COUNTY PARKS AND
RECREATION DEPARTMENT
BALL FIELD RENTAL POLICY**

CURRENT HOURLY FEE applies after 5pm Mon.-Fri. & All-day Sat.-Sun.

FREE – 8am-5pm Mon.-Fri.

Extra Fees Charged for Portable Mound and Field Chalking

1. Field reservations and payments can be made by calling WCPRD Main Office (270)842-5302 during these times: **Monday – Thursday 8am-4pm and Friday 8am-12pm**. All reservations must be made at least 24 hours in advance (business days). **No fields reservations are taken after 12pm on Fridays.**
2. All payments must be at the time of reservation. Payments may be made with credit/debit card payments taken over the phone (NO CASH IS ACCEPTED). All debit/credit card transactions are subject to a minimal NON-REFUNDABLE processing fee (set by processing company). The renter will be emailed a reservation confirmation and a payment receipt. (*A \$15.00 fee will be charged by WCPRD for any checks returned for insufficient funds.) Ky. Sales Tax is charged on all payments.
3. **Field usage (at no charge) is available on a first-come-first-served basis before 5pm M-F; however, users must check with park staff to locate an open field. Fields that have already been prepared for evening practices or games will not be available for use. (WCPRD reserves the right to change/alter field usage times based on volume, special events, and other department or league functions.)**
4. The reservation confirmation (serving as proof of payment) must be shown to park staff to have the field gates opened and/or lights turned on.
5. CANCELLATIONS by WCPRD due to Weather or Field Conditions: All field cancellation notifications will be sent out via **AlertSense** during business hours M-F. It is the responsibility of each field renter to register for “Field Rental” notifications on the [AlertSense](http://wcem.org) website (wcem.org). A credit for the field rental price will be credited to the customer’s account. If a field is cancelled after regular business hours or on a weekend/holiday, the field renter will receive a phone call from a W.C. Parks employee, and a credit will be issued on the next business day. If there is a concern about the playability of the field, the renter may call WCPRD at (270)842-5302 M-F 8-5pm. Decisions regarding field playability are usually made by 3pm. Ultimately, it is the responsibility of the field renter to confirm that the field is playable, for there are several ever-changing factors that can affect the playability of fields. A link to WCPRD Field Playability Policy is provided on patron’s reservation receipt (see Field Playability Policy).
6. CANCELLATIONS by Renter: Only if the renter cancels a field in advance will the rental fee be credited to the household account. **Scan for AlertSense:**

