

WARREN COUNTY PARKS & RECREATION DEPARTMENT

RENTAL FEE SCHEDULE

**All rentals for meeting rooms, chapel, Senior Center, and Old Alvaton Gym require a Facility Cleaning/Damage Credit Card Authorization Form to be signed on Member Account.*

INDOOR HOURLY RENTALS:

- Middle School Gym Court \$12/hour
- High School Gym Court \$25/hour
- Shooting Machine \$10/hour
- Batting Cage \$10/hour
- Tarp Fee \$40/rental
- Facility FOBS \$3/person yearly (required for 12 and up)
- Meeting Room* \$12/hour
- Old Alvaton Gym* \$12/hour

To RENT, call the facility directly during hours of operation:

Ephram White Gym
270-282-8610

Michael Buchanan Gym
270-282-8653

Phil Moore Gym
270-843-6665

Old Alvaton Gym
270-843-6665



OUTDOOR RENTALS:

- Baseball/Softball Field \$12/hour M-F 5pm-close & Sat/Sun
- Portable Mound \$10/rental
- Field Chalking \$10/rental
- Football/Soccer Grass Field \$12/hour
- Chapel* \$30/day
- Regular Picnic Shelter \$30/day
- Corporate Picnic Shelter (BGP only) \$40/day
- Adaptive Water Sports Equipment - Free rentals;
(view equipment at <https://wcpd.recdesk.com/Community>)

To RENT contact WCP&R Admin. Office M-Th, Friday 8am-12pm at 270-842-5302. Shelters may be rented online: <https://wcpd.recdesk.com/Community>

TENNIS FACILITY HOURLY RENTALS:

- Tennis Court \$8/hour (year round)
- Tennis Ball Machine \$10/hour
- Racquetball/Wallyball Court \$4/hour
- Meeting Room* \$12/hour
- Playground \$25/hour
- Facility FOBS \$3/person yearly (required for 12 and up)

To RENT, call 270-285-5115 during hours of operation.

W.C. SENIOR CENTER:

- Reservations* \$25/hour

To RENT, call 270-392-3534 M-F 8-4:30pm.

OTHER:

- Portable Scoreboard Rental \$100/day or \$450/week + signed waiver and valid CC required to be on file. (270-842-5302)
- League Sports Participant Fee \$10/participant (all leagues)

SPECIAL EVENTS & TOURNAMENTS: Special Event & Tournament Application REQUIRED (warrencountyky.gov/parks-and-recreation) Scheduled events that exceed closing times by more than 30 minutes (11:00pm at baseball/softball complexes and 10:00pm at gymnasiums), will be subject to \$100/hour late fee for each hour or partial hour exceeding the limit.

Indoor Tournament Rentals: (nonrefundable deposits apply toward fees)

- Middle School Tournament Court \$125/day (\$100 nonrefundable deposit for 1st location, \$50 for each additional facility/location)
- High School Tournament Court \$225/day (\$100 nonrefundable deposit for 1st location, \$50 for each additional facility/location)
- Flooring Conversion Fee for Volleyball/Basketball Tournaments using W.C. Tennis Center \$100/court/event + associated tournament court fees and nonrefundable deposits (High school court configuration not available at Tennis Center.)
- Tennis Tournament 6 Indoor/6 Outdoor Courts \$150/day (\$100 nonrefundable deposit applies toward fees)

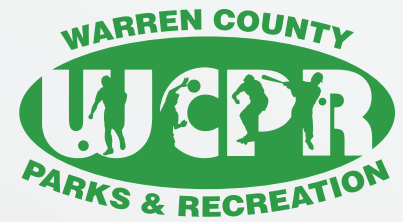
Outdoor Tournament Rentals: (nonrefundable deposits apply toward fees)

- Baseball/Softball Field \$75/day or \$300/day for 4-field complex (\$100 nonrefundable deposit for 1st location, \$50 for each additional facility/location)
- Tennis Tournament 6 Outdoor Courts ONLY \$100/day (\$100 nonrefundable deposit applies toward fees)

Special Events: (\$50 nonrefundable deposits applies toward fees)

- \$75/day Disc Golf Course events
- \$85/day Walking/cross country trails
- \$85/day Special events in areas without assigned fees (concerts, vendor fairs, fishing derbies, etc.)

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HOURLY RENTALS:

- All payments are required at time of reservation. Cash is not accepted. Card payments are subject to a small processing fee set by the credit card processing company. Sales tax is required for all rentals.
- Renters are required to adhere to rental policies and procedures.
- Renters must have a receipt (paper or digital) with them during rental.
- All rentals must be approved by WCPRD Director.
- Cancellations by the renter will result in rental fees being credited to the member's household account.

SPECIAL EVENTS AND TOURNAMENTS DETAILS:

- A Special Event and Tournament Application (warrencountyky.gov/parks-and-recreation) is required for all special events including baseball, softball, volleyball, basketball, wrestling, archery, etc. tournaments, as well as all disc golf events, walks/runs, and other types of special events.
- All Special Event and Tournament Applications are subject to Director approval.
- Once being notified that event has been approved, event coordinator must sign contract (digital contract) and pay nonrefundable deposit within 10 business days. All nonrefundable deposits apply toward fees/costs of Special Event or Tournament.
- One complimentary meeting room is provided with indoor tournaments (if available). Additional rooms rented at hourly rate.
- If extra portable restrooms or other infrastructure needs are required for event, event coordinator is responsible for costs.
- An event schedule is required 8 days prior to event start date.
- Balance of fees and event insurance (certificate of liability) is due 5 business days prior to event start date.
- Special Events and Tournaments may be booked for only one year at a time. If event is not cancelled, the event coordinator will have first choice of the same date the following year by applying within 30 days. If the event is cancelled, they may apply after 90 days.
- If an event/tournament is cancelled in its entirety, by the event coordinator, any associated nonrefundable deposits are forfeited. If one or more locations are cancelled, but the event still occurs, the nonrefundable deposits associated with any cancelled facility/location are forfeited.
- WCPRD has the right to cancel, postpone, reschedule, or alter any rental reservation, event, or tournament at any time due to unforeseen circumstances including, but not limited to, scheduling conflicts, facility maintenance issues, hazardous weather field conditions, or public health emergencies. If WCPRD cancels an event/tournament, any paid fees or deposits associated with the event/tournament shall be credited to the member's household account for future rescheduling.
- WCPRD reserves the right to cancel an event/tournament due to nonpayment of rental fees. Any associated nonrefundable deposits are forfeited.
- WCPRD has the right to negotiate additional rental terms per the WCPRD Event Application/Contract process.
- Event Coordinators shall procure, at their expense, general liability insurance with a minimum per occurrence limit of one million dollars (\$1,000,000), with a hold harmless clause naming WCPRD (2055 Three Springs Road, Bowling Green, KY 42104) as a "Certificate Holder," which shall protect WCPRD against all liability or claims due to injury to person or damage to property occurring in or about the premises during use by Event Coordinator. This is due at time of final payment.
- No vehicles are allowed on fields.
- Renting party may not deny access to any part of the facility to WCPRD staff.