



**City of Bowling Green
Department of Parks and Recreation
Rental Agreement**



Thank you for considering our Department of Parks and Recreation facilities. We can serve as a beautiful backdrop for your event. However, because we are a public park and recreation agency, there are some restrictions you should be aware of. Foremost is the fact that our parks must be carefully cared for and available to all citizens during our operating hours. This agreement outlines the application process to rent our facilities and the policies in place to ensure that all of our guests have an excellent visitor experience at the parks. We thank you for your patronage and look forward to assisting you in scheduling your upcoming activity.

There are special areas designated in the parks for rental for a four-hour time block. Medium to large indoor events (150 or 160/ 250 people respectively) can occur in the Simpson Building at Simpson Garden Park or Veteran's South Building at City Park. Smaller indoor events with 50 people are suitable for the Rotary Nature Center in Wintergarden/St. John's Nature Preserve or the Scout Building at City Park, and the Veteran's North Building at City Park can accommodate up to 60 people. Outdoor picnic shelters are available from 11 a.m. to dusk and hold 10 to 12 picnic tables depending upon the location. Please see the table for details.

INDOOR FACILITY RENTAL AREAS

COST (for one 4 hr. increment) *							
ROOM NAME	MAXIMUM CAPACITY/ AMENITIES	Fri. - Sun. for 4 hours	Mon. - Thurs 4 hours	Ea. Add. Hr. over 4	Regular Security Deposit	Security Deposit with Alcohol	Hourly Charge for Clean Up Service
Simpson Banquet Room	160 seated/ Tables, chairs, catering kitchen, building display sign	\$245 (Set up included) 11 a.m. – midnight	\$220 9 a.m. - midnight	\$55 or \$550 day	\$95	\$200	\$25
Simpson Meeting Room	160 seated/ Tables, chairs, sink, refrigerator, microwave, coffee maker	\$125 (Set up included) 11 a.m. – midnight	\$110 9 a.m. – 10 p.m.	\$33 or \$275 day	\$95	\$200	\$25
Veteran's South Building	150 seated/ Tables, chairs, sink, microwave	\$165 (Renter sets up) 11 a.m. – 9 p.m.	\$110 11 a.m. – 10 p.m.	\$44 or \$330 day	\$95	\$200	\$25
Veteran's North Building	60 seated/ Tables, chairs, sink, microwave	\$110 (Renter sets up) 11 a.m. – 9 p.m.	\$82 11 a.m. – 10 p.m.	\$22 or \$220 day	\$95	\$150	\$25
Scout Building	50 seated/ Tables, chairs, sink	\$55 (Renter sets up) 11 a.m. – 9 p.m.	\$44 11 a.m. – 10 p.m.	\$11 or \$110 day	\$95	\$100	\$25
Rotary Nature Center*	50 seated/ Tables, chairs, sink, microwave, refrigerator, fireplace: firewood provided	\$138 (Renter sets up) 11 a.m. – 9 p.m.	NA	NA	\$95	\$200	\$25
CC Classroom A	50 seated / Table, chairs sink / counter top	\$80 (Set up included) 8 a.m. – 8 p.m.	\$65 8 a.m. – 8 p.m.	\$20 or \$240 day	\$95	\$200	\$25
CC Classroom B	50 seated / Table, chairs sink / counter top	\$80 (Set up included) 8 a.m. – 8 p.m.	\$65 8 a.m. – 8 p.m.	\$20 or \$240 day	\$95	\$200	\$25
CC Classroom A/B	50 - 100 seated / Table, chairs	\$135 (Set up included) 8 a.m. – 8 p.m.	\$120 8 a.m. – 8 p.m.	\$45 or \$330 day	\$95	\$200	\$25
CC Classroom C	44 seated / Table, chairs	\$70 (Set up included) 8 a.m. – 8 p.m.	\$55 8 a.m. – 8 p.m.	\$15 or \$200 day	\$95	\$200	\$25
CC Gymnasium	150 seated/ Tables, chairs, Set up of floor coverings, Large Commercial Kitchen additional cost of \$100 – This is one gym, the adjacent gym may be occupied	\$550 (Set up included) 12 p.m.. – 8 p.m.	NA	\$100 or \$1000 day	\$95	\$500	\$75

Rental hours include set-up, tear down and clean up; if you set up earlier, you will be charged for the additional hour(s) you hold the facility. Please note: there may be groups renting before or after your reservation so it is important not to arrive early or leave later than the scheduled time. * Rotary Nature Center may be rented in 4-hour time blocks only.

OUTDOOR PICNIC SHELTERS

PICNIC SHELTER/ PARK	AMENITIES	TIME AVAILABLE	COST
Kiwanis Shelter House/City Park	10 picnic tables, grill, electricity	11 a.m. to dusk	\$33
Martin Shelter House/City Park	10 picnic tables, grill, electricity	11 a.m. to dusk	\$33
Wesley K. Hoffman Shelter House/City Park	12 picnic tables, grill, electricity	11 a.m. to dusk	\$33
Masonic Stone Shelter House/City Park	10 picnic tables, grill, electricity	11 a.m. to dusk	\$33
Kiwanis Memorial Shelter House/City Park	12 picnic tables, grill, electricity	11 a.m. to dusk	\$33
Bartlett Shelter House/Carter Park	10 picnic tables, grill, electricity	11 a.m. to dusk	\$33
Miller Shelter House/Carter Park	10 picnic tables, grill, electricity	11 a.m. to dusk	\$33
Needle Hall Stage	No electricity – Not available June – July due to concerts & camps	11 a.m. to dusk	\$33
In-line Roller Rink	Concrete rink with board sides, drinking fountain, public restroom, and outdoor lightening	11 a.m. – 11 p.m. During the summer: June – July day rentals may be limited due to camps	\$30/hr.

Rental/Reservation Policy

To help protect our parks and facilities, a security deposit, listed in the tables above, will be required. Renters must fulfill all the terms & conditions of the contract before this deposit is returned. All renters must provide the Department of Parks and Recreation with a 30-day notice of cancellations. Written cancellations received less than 30 days prior to the event will result in a total forfeiture of rental fees paid due to loss of rental opportunities and staff time. A cancellation fee of \$25.00 will be charged for processing and administrative costs for all cancellations, including weather-related cancellations.

Security deposits will be returned upon BG Parks and Recreation Staff confirmation of no property damage. There will be an approximately four-week waiting period after renter’s event to allow us to check the site and process the refund check. To make sure you receive your deposit back you should be aware of the following infractions that will result in forfeiture of a renters’ deposit.

- Signs on grounds (please remember this is a public place and visitors come here for the beauty and enjoyment of the Parks)
- **Alcohol is not permitted on the grounds (a special waiver is permitted for the Simpson, Veteran’s Building, Scout Building and Wintergarden’s Rotary Nature Center and requires a liability insurance rider)**
- Grounds or facility damaged or altered in any form due to your event
- Litter of any kind as a result of your activity
- Keys / entry cards to buildings not returned within 2 business days of your indoor event

Please keep a copy of this agreement with you at all times while your activity is in place at a parks and recreation facility, and provide a copy of our policy to your caterer, if used, so they can follow our procedures and ensure that you receive your deposit refund.

Terms and Conditions

Access: Renter will have access only to the reserved facility space(s) and only at the times specified in this rental agreement. Event activities are limited to the reserved facility space(s).

Activity: The Parks and Recreation Department reserves the right to refuse any rental request for purposes or events it believes is not in keeping with our mission or the intent of the rental policies or practices established by the City, and our grounds and buildings must be used for the purpose for which they are being rented under this agreement. The Parks and Recreation Department has the right to terminate this agreement if its facilities or areas will be used for purposes other than those stated in this agreement.

Admission: Admission may not be charged for any event or activity on Parks and Recreation premises without the prior written consent of the City of Bowling Green. Any request to charge admission must be submitted with the initial rental request.

Advertising, Printed Materials, and Promotions: Any public promotion or advertisement of an event for which this rental agreement is being executed requires the prior written consent of The Department of Parks and Recreation. This written approval from The Department of Parks and Recreation must be provided for all advertising and promotional materials prior to distribution or execution of said materials.

- **Alcohol: Alcohol is not permitted on the grounds (a special waiver is permitted for the Simpson, Veteran's Building, Scout Building and Wintergarden's Rotary Nature Center and requires a liability insurance rider) under the following conditions:**
 - The consumption of alcohol must be confined to the room being rented
 - There is a one keg beer limit per rental period
 - Re-sale of alcohol is not permitted
 - Open container laws are strictly enforced
 - Persons signing the rental application must be 21 years of age or older and are responsible for insuring the safe and legal consumption of alcohol served at the event
 - An insurance rider listing the City of Bowling Green as an added insured against liability and injury claims resulting from the event must be provided 30 days before the scheduled event. You may be able to add this to your homeowner's insurance; please check with your insurance agent.

Animals: No pets or animals are permitted in The Department of Parks and Recreation buildings at any time, with the exception of dogs assisting the disabled.

Assignment: This agreement may not be sold, assigned or otherwise transferred by the Renter to any other person or organization.

Cancellations: A written notice of cancellation received at least 30 days prior to the event is required for refund of rental and deposit fees paid less a \$25 processing fee. Written cancellations received less than 30 days prior to the event will result in a total forfeiture of rental fees paid due to loss of rental opportunities and staff time.

Catering: Renter may arrange catering services for contracted events prior to the event but the caterer must follow the rental policies in this contract to avoid loss of your deposit. Renter must schedule delivery of rental equipment on the day of your event with Parks and Recreation Staff at least two weeks prior to the event. Renter is responsible for additional rental charges if their cater or equipment rental company brings their equipment on Parks and Recreation grounds prior to the time you have contracted for. Consumption of food on the premises is limited to the rental location(s) specified in this agreement. Caterers must thoroughly clean the rental site & bag & remove all garbage. It is the renter's responsibility to ensure compliance or the security deposit will be forfeit.

Catering Kitchen: Rental of the Simpson Banquet Room includes use of the catering kitchen, which includes a warming oven, ice machine, microwave oven, commercial dishwasher, refrigerator, keg cooler and coffee maker. Parks and Recreation Department Staff will provide instructions on the proper use of all equipment and appliances before they may be used. The Renter or their designee will be responsible for clean up in the catering kitchen, including washing, drying and returning glassware, silverware, dinnerware and equipment to their original location after use. Only one keg can be accommodated in the cooler and only Parks and Recreation Department staff is permitted to connect the keg to the tapping system.

Clean up: Renter is responsible for any clean up related to the event stated in this agreement. At all indoor facilities except the Simpson Building, it is the responsibility of the renter to set up and put away the tables and chairs used for the event. It is the Renters' responsibility to ensure that trash is collected and placed in the designated containers. Facilities and areas should be left in the condition they were found. The Renter is responsible for any additional costs incurred by Parks and Recreation Staff in order to return the rented facilities or areas to their original condition. These costs are to be paid by the Renter immediately upon receipt of invoice. The costs may be deducted from the security deposit.

Damages: Renter is responsible for any damage to Department of Parks and Recreation property resulting from the event stated in this agreement or its guests. Renter is responsible for any additional costs incurred by the Department of Parks and Recreation in order to return the rented facilities or areas to their original condition. In addition, the Renter is responsible for damage to Parks and Recreation property by any contracted vendor

associated with the Renter's event. Costs associated with damage over/above the security deposit must be paid by the renter immediately upon receipt of invoice.

Date Reservation: The Department of Parks and Recreation will not reserve nor hold a date and time for an event without a signed and executed rental agreement accompanied by the required initial payment of rental and security deposit fees. All fees are due 30 days before the scheduled event.

Decorations & Displays: All event decorations or displays must be approved by the Department of Parks and Recreation prior to the event. In general, only table and floor decorations can be used; nothing should be affixed to the doors, fixtures or walls of our facilities. All decorations and displays must be removed promptly at the conclusion of the event. Furnishings, fixtures and decorations provided by the Parks and Recreation Department in the facility may not be removed for any reason. Artwork or park information and displays cannot be rearranged or moved. No open flames are allowed. Helium balloons are not permitted in indoor facilities due to the difficult nature of removing them from fans and high-peaked ceilings. Confetti or glitter shall not be used in any of the indoor facilities; please see "Environment" for outdoor facility restrictions.

Deliveries: Any deliveries to Parks and Recreation premises relating to the event stated in this agreement must be arranged a minimum of 2 weeks in advance with the Department of Parks and Recreation. Please remember that you can only set up during the time specified in this rental agreement. **Renter is responsible for additional rental charges if their cater or equipment rental company brings their equipment on Parks and Recreation grounds prior to the time you have contracted for.**

Electrical: Electrical service is available in the buildings and picnic shelters as stated above. Generators are not permitted.

Environment: Throwing of rice, confetti, birdseed, grass seed, or artificial or live flower petals are not permitted. Releasing butterflies, doves, and birds or helium balloons are not permitted. No plants or flowers are to be picked or removed from the premises. Children attending private events must be under proper adult supervision. Trampling of landscaped garden beds or driving over garden beds is considered damage to the grounds & will result in forfeiture of your security deposit.

Equipment Rental: Tables and chairs are provided as part of the rental of indoor facilities. Picnic tables and grills are provided in the picnic shelters. In the Simpson Banquet Room, linen service, dinnerware, glassware and silverware are available for an additional charge. Other equipment must be secured by the Renter and approved by the Department of Parks and Recreation at least 30-days prior to the event. The Department of Parks and Recreation reserves the right to refuse any such request if it believes it is not in keeping with the intent of the established rental policies or practices. After approval has been granted by the Department of Parks and Recreation, it is the Renter's responsibility to enter into and execute the necessary agreements for such equipment or services. The Department of Parks and Recreation is in no way to be included as a party in any agreements for such equipment or services and does not accept the responsibility for such. No equipment of any kind may be placed in any of the landscaped or recreational areas of the park premises. Renter bears all responsibility associated with the liability associated with any equipment or services performed on Parks and Recreation premises associated with the event stated in this agreement. **Tents and fires outside the Parks and Recreation grills are not permitted on the grounds.**

Hours: The hours of rental for all facilities are listed in the tables above; your specific hours of rental are part of the signed agreement. Set up, tear down and clean up are included as part of the rental block so be sure to book enough time for this before and after your event; extra hours will be charged for groups who occupy the facility earlier or later than their agreement specifies. Set up and tear down of the tables and chairs is provided at the Simpson Building and no hours are charged to the renter for this service. All visitors, caterers, musicians, clean-up personnel, etc., must leave indoor premises no later than 11:00 pm. Special permission may be sought to extend the hours of the event from the Department of Parks and Recreation. Outdoor facilities close at dusk.

Indemnification: The Renter assumes complete responsibility and liability for any and all claims, losses, damages, expenses, penalties, and judgments relating to or arising from connection with the event. The Renter further agrees to save and hold harmless the City of Bowling Green from and against all claims, losses and liability arising out of damage to property, or injury to, or death of, persons, occasioned by, or in connection with the acts or omissions of the Renter, or of the Renter's agent, or the use of any motor vehicle, or other equipment or property in connection therewith, and from and against all claims, losses and liability for costs, fees, and attorney expenses in connection with therewith.

Music: Amplified music is not allowed in outdoor shelters. In our indoor facilities, the Parks and Recreation Department expects sound levels of any amplified audio associated with your event will be kept at reasonable levels.

The Parks and Recreation Department reserves the right to control sound levels of any amplified audio, and the right to terminate this agreement if it believes the Renter's amplified audio level is not in keeping with the intent of the established rental policies and procedures.

Parking: The Parks and Recreation Department has designated parking available on premises. No parking or driving of vehicles on grass, walks, trails or service roads is permitted; no horses or carriages are permitted on Parks and Recreation property without prior approval of the Parks and Recreation Director.

Payments Due: To reserve a date: 50% of rental fee plus the security deposit are required. The balance is due 30 days before event. Non-payment of the entire rental fee 30 days before the event will result in total forfeiture of the fees paid and cancellation of the rental.

Restrooms: For outdoor events, public restroom facilities are available at each park. Indoor facilities have dedicated restrooms for use by Renters and their guests.

Sales: Charging for food, beverages or products is strictly prohibited except for community-based non-profit agencies who receive permission from the Department of Parks and Recreation for a one-time fundraising event.

Set up: Set up for tables and chairs is provided at the Simpson Building according to the layout selection at the time of rental, please make sure you have submitted a layout form. The actual numbers of tables and chairs will be determined according to the final attendee count you provide to the Department of Parks and Recreation in this rental agreement. At all other indoor facilities, the Renter is responsible for setting up and putting away the tables and chairs. Please use tables and chairs only for the purpose intended and do not remove them from the facility.

Signage: No event signs are to be placed on Parks and Recreation grounds. It is the Renter's responsibility to provide other directions to their guests.

Smoking: Smoking is not permitted inside any building or structure located on Parks and Recreation premises. **Cigarettes or cigars left on the ground as the result of your event are considered litter and you will be charged at least \$50 for their removal.**

Student Groups: Groups consisting primarily of students (including College age students) must be sponsored by an organization recognized by and in good standing with the affiliated school or university and in good standing with the Parks and Recreation Department. The reservation agreement must be signed by an authorized advisor or sponsor (21 years or older) who then assumes responsibility for the conduct of individuals attending the function and agrees to pay for any extra clean up or damage costs.

Taxes/Licenses/Permits: The Renter agrees to comply with all City, State and Federal laws pertaining to licenses, permits, taxes, etc.

Transfer of Date: Should it become necessary to change the event date set forth in this agreement, the renter should contact the Parks and Recreation Department immediately to determine date availability. If another date cannot be agreed upon, the above cancellation policy will apply. If another date can be agreed upon, all terms and conditions contained in this agreement will apply to the new date except that no rental fee refund will be available if the new date has to be cancelled.

Emergency Contacts:

From 6a.m. to 9 p.m. Monday – Friday

From 8 a.m. to 8 p.m. Saturday

From 12 p.m. to 5 p.m. Sunday

Holidays: From 9 a.m. to 5 p.m. - (Martin Luther King Jr. Day, President's Day, Memorial Day, Labor Day, Veteran's Day, Day after Thanksgiving, Christmas Eve, and New Year's Eve)

Parks and Recreation Office – 419/ 354-6223

After office hours or holidays: (New Year's Day, Independence Day, Thanksgiving, and Christmas Day)

BG Police Dept. – 419/352-2571



**City of Bowling Green
Department of Parks and Recreation
Facilities Rental Agreement**



This Agreement is made on _____ between the City of Bowling Green's Department of Parks and Recreation and the "Renter" specified below:

Date of Event: _____ Park Facility: _____

Event name/purpose: _____

Renter's Name: _____

Address: _____

City/State/Zip: _____

Home phone: _____ Work Phone: _____ Cell Phone: _____

Start time: _____ End time: _____ Estimated # of guests: _____

Will alcohol be served*: YES NO
 *Proof of Liability Insurance Attached

Room Set Up Form Completed:
 YES NO

Acknowledgement

I (Renter) have read, understand and agree to abide by the Parks and Recreation Department policies and procedures outlined in this document. I further understand that violation of any of these policies and procedures will result in loss of rental privileges and any fees paid for such privileges.

Renter Signature _____ Date _____

BG Parks and Recreation Representative _____ Date _____

Please send your signed, completed agreement and fees to:

City of Bowling Green
Department of Parks and Recreation
Mailing Address: 1245 W. Newton Rd,
Bowling Green, Ohio 43402
Phone: 419/354-6223
Fax: 419/353-6535
Web: www.bgohio.com
Email: bgparks@bgohio.org

FOR OFFICE USE ONLY PLEASE

Total Rental Fee: \$ _____ Date Pd _____ Staff Initials _____

Payment Type - Receipt #: _____ Ck#: _____ Cash _____ CC # _____ Exp Date _____

50% of Rental Fee: \$ _____ Date Pd _____ Staff Initials _____

Payment Type - Receipt # _____ Ck#: _____ Cash _____ CC # _____ Exp Date _____

Balance due 30 days prior: Date Due: _____ \$ _____ Date Pd _____ Staff Initials _____

Payment Type - Receipt # _____ Ck#: _____ Cash _____ CC # _____ Exp Date _____

Additional Fees: * \$ _____ Date Pd _____ Staff Initials _____

Addtl Payment - Receipt # _____ Ck#: _____ Cash _____ CC # _____ Exp Date _____

Security Deposit: \$ _____ Date Pd _____ Staff Initials _____

Security Deposit - Receipt # _____ CK#: _____ Cash _____ CC # _____ Exp Date _____

Requisition Submitted: Date: _____ By: _____ Staff Initials _____

Deposit Refunded: Date: _____ To: _____ Staff Initials _____

Invoice/Receipt # and Date _____ Staff Initials _____

Date Key Picked Up: _____ # _____ By: _____ Staff Initials _____

Date Key Returned: _____ # _____ By: _____ Staff Initials _____

* See Additional Sheet

Cancellation: Written notice of cancellation received at least 30 days prior to the event is required for refund of rental fees paid, less a \$25 processing fee. Failure to provide such notice will result in forfeiture of all rental fees paid.