



WARREN COUNTY PARKS AND RECREATION DEPARTMENT BALL FIELD RENTAL POLICY

FIELD FEE: \$10.00/hour after 5pm Mon.-Fri. & All day Sat.-Sun.

FREE – 8am-5pm Mon.-Fri.

PORTABLE MOUND FEE: \$5.00/day

1. Field reservations should be made by calling WCPRD Main Office (270)842-5302 Monday - Friday at least 24 hours in advance (business days). No fields will be rented for the weekend after 12pm Friday** (see below for detailed explanation).
2. All payments must be in advance at time of reservation. Payments may be made in person at WCPRD Main Office at time of reservation at 2055 Three Springs Road, Bowling Green, KY; or credit/debit card payments may be taken over the phone (NO CASH). All debit/credit card transactions will be subject to a NON-REFUNDABLE 5% processing fee. Payments will be accepted Monday-Thursday 8am-4pm and Fridays 8am-12pm. The renter will be provided a Facility Sales Receipt. (*A \$15.00 fee will be charged by WCPRD for any checks returned for insufficient funds.) Kentucky 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 Facility Sales Receipt (serving as proof of payment) must be shown to park staff in order to have the field gates opened and/or lights turned on.
5. CANCELLATIONS by WCPRD due to Weather or Field Conditions: All field cancellations 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 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.
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:**

