

WCPRD
SPECIAL EVENT AND
TOURNAMENT
APPLICATION PACKET



This packet is available at
Warrencountyky.gov

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 - Smoking and Vaping Policy



**WARREN COUNTY PARKS & RECREATION DEPARTMENT
RENTAL FEE SCHEDULE**

For More Information:
 Phil Moore Park 270.843.6665
 Senior Center 270.783.3171
 E. White Gym 270.282.8610
 M. Buchanon Gym 270.282.8653
 WCPRD Office 270.842.5302
www.warrencountyky.gov

COURT RENTALS: Nonrefundable, credit issued for cancellations

- Middle School Court: \$25 per hour
- High School Court: \$50 per hour
- Tarp Fee: \$10 per court
- Shooting Machine: \$10 per half hour (\$20/hour)

GYMNASIUM TOURNAMENT RENTALS:

- 2 Middle School Courts: \$200 per day plus a nonrefundable deposit of \$100*
- 4 Middle School Courts: \$400 per day plus a nonrefundable deposit of \$100*
- *Nonrefundable deposit applies towards the rental fee; no additional deposit required if user books same date for 2 years at once. WCPRD has right to negotiate additional rental terms per the WCPRD Event Application/Contract process.
- Tournament Meeting Room: 1st Room is Free; any room thereafter is \$80 per day per room
- Tournament contract must be signed within 10 days of request and approved by the Director.

BALLFIELD/ SPORTS FIELD RENTALS (24-hour notice is required): Nonrefundable; credit issued for cancellation

- Practices: Monday through Friday before 5pm – FREE
- Practices: Monday through Friday after 5pm - \$10 per hour
- Practices: Saturday and Sunday - \$10 per hour

BALLFIELD TOURNAMENT RENTALS:

- Tournament Rentals: \$70 per field per day (\$280 for 4-field complex per day), plus a nonrefundable deposit of \$100*
- *Nonrefundable deposit applies towards the rental fee; no additional deposit required if user books same date for 2 years at once. WCPRD has right to negotiate additional rental terms per the WCPRD Event Application/Contract process.
- One Tournament Meeting Room at gymnasium is provided at no cost for duration of tournament.
- Tournament contract must be signed within 10 days of request and approved by the Director.

INDOOR BATTING CAGE RENTAL: \$5 per half hour slot per cage; \$10.00 per hour slot per cage (must use balls provided)

INLINE HOCKEY RINK RENTAL: \$10 per hour

FACILITY FOBS: \$2 per person for one year – for walkers and free play; required for 12-year-old and up.

MEETING ROOMS: (No extra time allowed for setup/cleanup; must be included in rental time)

- \$10 per hour – Senior Center, Ephram White Gym, Michael O Buchanon Gym, and Phil Moore Park MPR
- \$40 refundable security deposit for Senior Center and Old Alvaton (for parties requiring chairs, tables & stage usage)

RUN/WALK TRAIL: \$70 per day; closed trail, event coordinators will have to handle all portable restroom and other special infrastructure needs required for the event.

DISC GOLF COURSE: \$70 per day; event coordinators will have to handle all portable restroom and other special infrastructure needs required for the event.

CHAPEL RENTAL: \$70 per day; \$100 refundable security deposit

BASIC SHELTER (OUTDOOR) RENTAL (no water or electric): \$30 per day; Shelters 1, 2, 3, and 5

CORPORATE SHELTER (OUTDOOR) RENTAL (no water or electric): \$65 per day; Shelter 4 Basil Griffin Park

PORTABLE BASEBALL MOUND RENTAL: \$5 per day

PORTABLE SCOREBOARD RENTAL: \$50 per week; \$800 refundable security deposit

PARTICIPANT USAGE FEE: \$10 per participant in each league – All leagues

SPECIAL EVENT FEE: \$70 per day, plus a \$50 nonrefundable deposit (**deposit does not apply toward Special Event and/or facilities fees**); includes all events that are outside the pay structure for the facilities listed; i.e., concerts held in open park areas, river basin events at Phil Moore Park, fishing derbies, runs, various musical and public events within W.C. Parks property that shut down other park areas. Special Event Contract must be signed within 10 days of request and approved by the Director.

- **ALL PAYMENTS ARE REQUIRED AT THE TIME OF RESERVATION (other than Special Events and Tournaments)**
- All renters are required to adhere to rental policies and procedures.
- All renters must have a hard/digital copy of their receipt with them during rental.
- All rentals must be approved by the Director of WCPRD.
- All credit card payments are charged a nonrefundable processing fee, based on credit card company's fees and charges.

Rev.9.23.19

Special Event and Tournament Application Process

1. Event Coordinator contacts WCPRD regarding potential scheduling of an event. Business Manager discusses the application process and directs Event Coordinator to website to find WCPRD Special Event and Tournament Application, which must be completed with requested dates/times/facilities/ and be sent to Business Manager.
2. WCPRD Business Manager receives Application; it is reviewed with Director for his approval (or denial).
3. Event Coordinator is notified of approval (or denial).
4. If event(s) has been approved, it is entered into the scheduling system (RecTrac) and then a Special Events and Tournament Contract is made for the event(s). If several events are scheduled in one year, only one contract is made. Depending on the type of event, a Security Contract may also be required. These contracts specify all additional facilities fees and due dates, as well as insurance due date, event schedule due dates, and any other associated details.
5. The Special Event and Tournament Contract and Security Contract (if necessary) are emailed to the Event Coordinator. They must be signed and returned within 10 days, along with nonrefundable deposits for each event scheduled. WCPRD Policies are also emailed to Event Coordinator.
6. Once WCPRD receives signed contracts, the Director signs contracts and copies are emailed to Event Coordinator. Payments for nonrefundable deposits are processed and receipts are emailed to Event Coordinator.



(270)842-5302

SPECIAL EVENT / TOURNAMENT APPLICATION
WARREN COUNTY PARKS AND RECREATION DEPARTMENT
 2055 Three Springs Road, Bowling Green, KY 42104

INSTRUCTIONS: Fill out all applicable sections, including required signature (pg. 2) to be considered for approval. WCPRD Fees and Rules and Regulations are attached (pgs. 3-5). Please forward application to WCPRD Business Manager via email (jeanne.burnett@ky.gov) , FAX Attn: Jeanne Burnett to 270-843-5351, or bring to WCPRD Main Office (address above). If necessary, before approval, Event Coordinator may be required to meet with WCPRD Director and/or Business Manager to discuss fee schedule, additional security, and/or terms of contract.

EVENT COORDINATOR	(print name)		
PHONE			
EMAIL			
ORGANIZATION			
ADDRESS			
EVENT NAME			
EVENT TYPE			
NUMBER OF TEAMS		AGE GROUP	
ADDITIONAL SECURITY MAY BE REQUIRED	Is your event using multiple gymnasiums? Yes / No		
	Is your event using baseball/softball complexes at multiple locations? Yes / No		
DATE OF EVENT			
START/END TIME			

FACILITIES REQUESTED FOR EVENT			
FACILITY TYPES**	Chapel, Shelter, Meeting Room, Basketball (m.s. or h.s. size), Pickleball, or Volleyball Court, Softball, Baseball, Soccer, or Football Field, Disc Golf Course, Soap Box Derby Track, Open Field, Parking Lot, Walking Trail		

BASIL GRIFFIN PARK			
	Field Type**	Court Type**	Other Facility Type**
<u>Specify Facility Types</u> From Choices Above**			
<u>Specify Quantity</u> of Each Facility Type			

EPHRAM WHITE PARK			
	Field Type**	Court Type**	Other Facility Type**
<u>Specify Facility Types</u> From Choices Above**			
<u>Specify Quantity</u> of Each Facility Type			

SPECIAL EVENT / TOURNAMENT APPLICATION
 WARREN COUNTY PARKS AND RECREATION DEPARTMENT
 2055 Three Springs Road, Bowling Green, KY 42104

MICHAEL BUCHANON PARK			
	Field Type**	Court Type**	Other Facility Type**
Specify <u>Facility Types</u> From Choices Above**			
Specify <u>Quantity</u> of Each Facility Type			
PHIL MOORE PARK			
	Field Type**	Court Type**	Other Facility Type**
Specify <u>Facility Types</u> From Choices Above**			
Specify <u>Quantity</u> of Each Facility Type			
OTHER PARK (specify):			
	Field Type**	Court Type**	Other Facility Type**
Specify <u>Facility Types</u> From Choices Above**			
Specify <u>Quantity</u> of Each Facility Type			
Signature:	<i>Event Coordinator Signature Required</i>		
Date Signed:			
FOR OFFICE USE ONLY:			
Application	Approved / Denied		Date
Director's Signature			
Date Applicant Notified			Initials
Method of Notification	Text / Email / Phone		RecTrac Rsvn #

SPECIAL EVENT / TOURNAMENT APPLICATION
WARREN COUNTY PARKS AND RECREATION DEPARTMENT
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RENTAL FEE SCHEDULE

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Middle School Court: \$25 per hour

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Tarp Fee: \$10 per court

Shooting Machine: \$10 per half hour (\$20/hour)

- GYMNASIUM TOURNAMENT RENTALS:

2 Middle School Courts: \$200 per day, plus a nonrefundable deposit of \$100*

4 Middle School Courts: \$400 per day, plus a nonrefundable deposit of \$100*

**Nonrefundable Deposit applies towards the rental fee; no additional deposit required if user books same date for 2 years at once. WCPRD has right to negotiate additional rental terms per the WCPRD Event Application/Contract process.*

Tournament Meeting Room: 1st room is free; \$80 per day per room for each additional room

Tournament contract must be signed within 10 days of request, and approved by the Director.

- BALLFIELD / SPORTS FIELD RENTALS (24-Hour Notice is Required): Non-refundable, credit issued for cancellations

Practices: Monday through Friday before 5pm – FREE

Practices: Monday through Friday after 5pm - \$10 per hour

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- BALLFIELD TOURNAMENT RENTALS:

Fields are \$70 per day (\$280 for 4-field complex per day), plus a nonrefundable deposit of \$100*

**Nonrefundable Deposit applies towards the rental fee; no additional deposit required if user books same date for 2 years at once. WCPRD has right to negotiate additional rental terms per the WCPRD Event Application/Contract process.*

One Tournament Meeting Room at gymnasium is provided at no cost for duration of tournament.

Tournament contract must be signed within 10 days of request, and approved by the Director.

- INDOOR BATTING CAGE RENTAL: \$5 per 30-minute slot; \$10 per 60-minute slot per cage. Must use balls provided by WCPRD.

- INLINE HOCKEY RINK: \$10 per hour

- FACILITY FOBs: \$2 per person for one year – for walkers and free play. Required for 12-year-old and up.

- MEETING ROOMS: (No extra time for setup/cleanup, must be included in rental time)

\$10 per hour – Senior Center, Ephram White Gym, Michael O Buchanon Gym, and Phil Moore Park MPR

\$40 refundable security deposit for Senior Center and Old Alvaton (when used for parties requiring chairs, tables and stage usage)

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- PORTABLE BASEBALL MOUND RENTAL: \$5 per day

- PORTABLE SCOREBOARD RENTAL: \$50 per week; \$800 refundable security deposit

- PARTICIPANT USAGE FEE: \$10 per participant in each league – All leagues

- SPECIAL EVENT FEE: \$70 per day, plus a \$50 nonrefundable deposit (*deposit does not apply toward Special Event and/or facilities fees*); includes all events that are outside the pay structure for the facilities listed – some examples include concerts held in open park areas, river basin events at Phil Moore Park, fishing derbies, runs, various musical and public events within County Parks property that shut down other park areas. A Special Event Contract must be signed within 10 days of approval by the Director.

SPECIAL EVENT / TOURNAMENT APPLICATION
WARREN COUNTY PARKS AND RECREATION DEPARTMENT
2055 Three Springs Road, Bowling Green, KY 42104

WCPRD RULES AND REGULATIONS

All Special Events & Tournaments must be approved by WCPRD Director. Only by the approval of the Director will any stipulations herein be waived and/or altered.

The Special Events or Tournament Coordinator will be referred to herein as the "User."

FEES/PAYMENTS

- All fees related to reservations of specific facilities are applicable. Some indoor facilities require a *refundable security deposit* (Senior Center, chapel, and Old Alvaton meeting room), in addition to the rental fees. Refunds of security deposits may take 2-3 weeks to be processed. If facility is found to have been damaged during the rental, security deposit is forfeited for repair costs.
- A Special Event fee of \$70 per day may be applicable based on scope of the event (plus any applicable facility fees).
- Upon notification of approval of the Special Event or Tournament, the required facilities will be "held" for a period of 10 days, during which period the User must sign a contract and make a *nonrefundable deposit* in the amount of \$100 for Tournaments in gyms and outdoor complexes *which applies toward facilities fees*; a nonrefundable deposit of \$50 for all other Special Events is required but *does not apply* towards any other fees. All other fees related to the event/tournament are due no later than 5 business days prior to event. If user would like to book two tournaments at the same time on same date in consecutive years, the user will only be required to pay one nonrefundable deposit for both tournaments.
- Rental prices are set at the time of reservation and cannot be adjusted for any changes in pricing that may occur after the reservation has been made or payment has been received.
- All payments must be made according to these stated rules.
- WCPRD Director has the authority to negotiate special terms or rates for any group at the time of contract signing and such details will be stipulated in the final contract.

CANCELLATIONS

- *Nonrefundable deposits are required to hold dates for special events and tournaments; however, they do apply toward facilities fees for tournaments only, unless the tournament is cancelled.*
- *Cancellation of a special event or tournament by the User* after the facilities fees are paid will result in a credit for the facilities fees and/or special event fee to the User's account to be used for future scheduling; however, *the nonrefundable deposit associated with that date is forfeited*. When the user reschedules, *an additional nonrefundable deposit will be required to hold the new date*. Any cancellation of events and/or facilities associated with an event/tournament must be communicated to the Business Manager at the WCPRD Main Office (270)842-5302.
- *Cancellation of an event by WCPRD* based on WCPRD Policies (weather, mechanical issues, etc.) will result in a credit of facilities fees paid and any associated nonrefundable deposit to the User's account which may be used for future scheduling. An additional nonrefundable deposit would not be charged if rescheduled during the same calendar year.
- The WCPRD Director has the discretion to authorize a refund based on the circumstances of the cancellation.

ON-SITE PRE-EVENT MEETING

For most Special Events, an on-site meeting is required to take place between the User and the Park Manager or Director.

CONCESSIONS

No concessions vendors are allowed on WCPRD properties. All concessions are the exclusive right of the current Concessions Vendor under contract with WCPRD.

ALCOHOL

No alcohol or drugs are allowed on WCPRD properties.

HORSES

Horses are not permitted on WCPRD properties.

CAMPING/OVERNIGHT ACTIVITIES

Camping overnight on WCPRD properties is prohibited under all circumstances.

INSURANCE

Special event insurance listing "WCPRD, 2055 Three Springs Road, Bowling Green, KY" as a "Certificate Holder" must be provided to the Business Manager at the WCPRD Main Office no later than 5 business days prior to the event date.

TRAILS

Any required trail markings must be preapproved by Director or Park Manager. Painting across and other directional signs should be avoided, and the use of flags and temporary stakes, signs, or cones should be used instead.

INFLATABLES AND/OR OBSTACLES

It is the User's responsibility to ensure that any inflatable bounce houses and/or obstacles are current with all applicable

SPECIAL EVENT / TOURNAMENT APPLICATION
WARREN COUNTY PARKS AND RECREATION DEPARTMENT
2055 Three Springs Road, Bowling Green, KY 42104

permits required by local, state, and /or federal laws regarding operation, safety procedures, and guidelines. WCPRD does not provide electricity or generators for operation of inflatables or other obstacles.

WCPRD POLICIES

WCPRD Policies are in effect: Severe Weather Policy, Field Playability Policy, Animal Policy, Code of Ethics, League Scheduling Policy, Drone, & Smoking & Vaping (see website: warrencountyky.gov)

PARKING

Any special parking (in addition to paved lots) will be coordinated and marked off by WCPRD staff. Special Event volunteers may be required to assist with parking.

EVENT STAFFING

For large outdoor events, WCPRD staff will be present during the duration of the event to direct parking and attend to restrooms and trash receptacles. The User may be required to provide volunteers to assist with duties if deemed necessary by WCPRD Director.

SECURITY/LAW ENFORCEMENT

No overnight security is provided for equipment, etc. placed on WCPRD properties and left overnight. A Parks Police Officer, however, may be present during large events. Security/Law Enforcement Fees may be assessed by WCPRD based on, but not limited to, the following criteria:

1. Past issues with the group or patrons participating in the event (such as violation of facility rules, discipline issues, disorderly behavior of participants / spectators, users, failure to comply with staff request regarding WCPRD rules of facility, fighting of users / participants, threatening of users / participants, harassing of users / participants utilizing the facility)
2. Projected volume / number of participants is large and may require more security resources to ensure public / facility safety
3. Multiple facilities or park locations are being used
4. Type of event being offered
5. Local Law Enforcement recommends additional security

WATER USAGE

For events requiring large volumes of water (such as Mud Runs, etc.), the User may be required to pay a water usage fee directly to a volunteer fire department or to W.C. Water District. Rates are dependent upon the amount of water and whether transport of water is required.

PORTABLE TOILETS

Based on the projected attendance, if portable toilet units are deemed necessary in addition to any restroom facilities already provided by WCPRD, the User is required to schedule and pay associated costs for an ample number of units (approximately 1 per 100 people) to be placed at the event site. Placement of these portable toilet units must be coordinated with Park Manager or Director.

CLEANUP

After the event, the User is required to conduct all breakdown and transport of all items brought onto WCPRD properties at the close of the event on the day of the event. Any other arrangements must be approved by the Director. ***The User is required to leave the facility in the same condition as prior to event.*** All trash must be placed in trash receptacles, and a post-walkthrough of facility will be conducted noting any areas/items of damage. If damage is found, User is responsible for repair costs.

EQUIPMENT

No recreational equipment is provided for Special Events / Tournaments (i.e. baseballs, softballs, bats, gloves, basketballs, etc.)

BALLFIELD MAINTENANCE

WCPRD does not provide field drying products for ball fields for special events and/or tournaments for groups other than Leagues chartered with WCPRD. WCPRD will not guarantee that field tarps will be placed on fields for any group. WCPRD may ask user to help provide volunteers in placing down and taking up tarps, as well to help with ball field maintenance during event.

SCHEDULE OF EVENTS

A ***preliminary*** schedule of hours of operation for the Special Event or Tournament must be provided to the Business Manager at the WCPRD Main Office no later than 12:00pm (8) days prior to the event to ensure proper staffing can be scheduled for the event. A ***final*** schedule must also be provided no later than three (3) days prior to the event if updates are required.

All Special Events & Tournaments must be approved by WCPRD Director. Only by the approval of the Director will any stipulations herein be waived and/or altered.

The Special Events or Tournament Coordinator will be referred to herein as the "User."

FEES/PAYMENTS

- All fees related to reservations of specific facilities are applicable. Some indoor facilities require a **refundable security deposit** (Senior Center, chapel, and Old Alvaton meeting room), in addition to the rental fees. Refunds of security deposits may take 2-3 weeks to be processed. If facility is found to have been damaged during the rental, security deposit is forfeited for repair costs- A Special Event fee of \$70 per day may be applicable based on scope of the event (plus any applicable facility fees).
- Upon notification of approval of the Special Event or Tournament, the required facilities will be "held" for a period of 10 days, during which period the User must sign a contract and make a **nonrefundable deposit** in the amount of \$100 for Tournaments in gyms and outdoor complexes **which applies toward facilities fees**; a nonrefundable deposit of \$50 for all other Special Events is required but **does not apply** towards any other fees. All other fees related to the event/tournament are due no later than 5 business days prior to event. If user would like to book two tournaments at the same time on same date in consecutive years, the user will only be required to pay one nonrefundable deposit for both tournaments.
- Rental prices are set at the time of reservation and cannot be adjusted for any changes in pricing that may occur after the reservation has been made or payment has been received.
- All payments must be made according to these stated rules.
- WCPRD Director has the authority to negotiate special terms or rates for any group at the time of contract signing and such details will be stipulated in the final contract.

CANCELLATIONS

- **Nonrefundable deposits are required to hold dates for special events and tournaments; however, they do apply toward facilities fees for tournaments only, unless the tournament is cancelled.**
- **Cancellation of a special event or tournament by the User** after the facilities fees are paid will result in a credit for the facilities fees and/or special event fee to the User's account to be used for future scheduling; however, **the nonrefundable deposit associated with that date is forfeited**. When the user reschedules, **an additional nonrefundable deposit will be required to hold the new date**. Any cancellation of events and/or facilities associated with an event/tournament must be communicated to the Business Manager at the WCPRD Main Office (270)842-5302.
- **Cancellation of an event by WCPRD** based on WCPRD Policies (weather, mechanical issues, etc.) will result in a credit of facilities fees paid and any associated nonrefundable deposit to the User's account which may be used for future scheduling. An additional nonrefundable deposit would not be charged if rescheduled during the same calendar year.
- The WCPRD Director has the discretion to authorize a refund based on the circumstances of the cancellation.

ON-SITE PRE-EVENT MEETING

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INSURANCE

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TRAILS

Any required trail markings must be preapproved by Director or Park Manager. Painting across and other directional signs should be avoided, and the use of flags and temporary stakes, signs, or cones should be used instead.

INFLATABLES AND/OR OBSTACLES

It is the User's responsibility to ensure that any inflatable bounce houses and/or obstacles are current with all applicable permits required by local, state, and /or federal laws regarding operation, safety procedures, and guidelines. WCPRD does not provide electricity or generators for operation of inflatables or other obstacles.

WCPRD POLICIES

The following WCPRD Policies are in effect: Severe Weather Policy, Field Playability Policy, Animal Policy, Code of Ethics, League Scheduling Policy, Drone, R.C. Airplane, & Experimental Aircraft Policy. For a downloadable copy of these policies visit website: warrencountyky.gov

PARKING

Any special parking (in addition to paved lots) will be coordinated and marked off by WCPRD staff. Special Event volunteers may be required to assist with parking.

EVENT STAFFING

For large outdoor events, WCPRD staff will be present during the duration of the event to direct parking and attend to restrooms and trash receptacles. The User may be required to provide volunteers to assist with duties if deemed necessary by WCPRD Director.

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1. Past issues with the group or patrons participating in the event (such as violation of facility rules, discipline issues, disorderly behavior of participants / spectators, users, failure to comply with staff request regarding WCPRD rules of facility, fighting of users / participants, threatening of users / participants, harassing of users / participants utilizing the facility)
2. Projected volume / number of participants is large and may require more security resources to ensure public / facility safety
3. Multiple facilities or park locations are being used
4. Type of event being offered
5. Local Law Enforcement recommends additional security

WATER USAGE

For events requiring large volumes of water (such as Mud Runs, etc.), the User may be required to pay a water usage fee to be paid directly to a volunteer fire department or to WCPRD. Rates are dependent upon the amount of water and whether transport of water is required. Water fees negotiated at time of contract and due 5 days prior to event.

PORTABLE TOILETS

Based on the projected attendance, if portable toilet units are deemed necessary in addition to any restroom facilities already provided by WCPRD, the User is required to schedule and pay associated costs for an ample number of units (approximately 1 per 100 people) to be placed at the event site. Placement of these portable toilet units must be coordinated with Park Manager or Director.

CLEANUP

After the event, the User is required to conduct all breakdown and transport of all items brought onto WCPRD properties at the close of the event on the day of the event. Any other arrangements must be approved by the Director. *The User is required to leave the facility in the same condition as prior to event.* All trash must be placed in trash receptacles, and a post-walkthrough of facility will be conducted noting any areas/items of damage. If damage is found, User is responsible for repair costs.

EQUIPMENT

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WARREN COUNTY PARKS AND RECREATION DEPARTMENT SPECIAL EVENT AND TOURNAMENT CONTRACT

BALLFIELD MAINTENANCE

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SCHEDULE OF EVENTS

A *preliminary* schedule of hours of operation for the Special Event or Tournament must be provided to the Business Manager at the WCPRD Main Office no later than 12:00pm eight (8) days prior to the event. This is to ensure proper staffing can be scheduled for the event. A *final* schedule must also be provided no later than three (3) days prior to the event if updates are required.

CONTRACT TERMS & DETAILS	
EVENT	
EVENT NAME	
DATE	
TIME	
RECTRAC RSVN#	
PARK/FACILITIES	
PARK	
FACILITIES	
MANAGER	
PHONE	
EMAIL	
ORGANIZATION	
ORG NAME	
ADDRESS	
COORD NAME	
PHONE	
EMAIL	
SIGNED CONTRACT	
CONTRACT DUE	(no later than 10 days after approval)
NONREFUNDABLE DEPOSIT	
DEPOSIT AMOUNT \$\$	(Gym & Field Tournaments \$100 / Special Events \$50)
DUE DATE	(no later than 10 days after approval)
PAYABLE TO	WCPRD
FACILITY FEES	
TOTAL ALL FACILITIES \$\$	
FACILITY SECURITY DEPOSIT \$\$ (if applicable)	(Senior Center & Old Alvaton \$40 / Chapel \$100)
DUE DATE	(no later than 5 business days prior to event)
PAYABLE TO	WCPRD



**WARREN COUNTY PARKS AND RECREATION DEPARTMENT
SPECIAL EVENT AND TOURNAMENT CONTRACT**

EVENT INSURANCE	
INSURANCE DUE DATE	(no later than 5 days prior to event - Certificate must list as Certificate Holder "WCPRD, 2055 Three Springs Road, Bowling Green, KY 42104")
SCHEDULE OF EVENTS	
PRELIMINARY SCHEDULE DUE DATE	(no later than 8 days prior to event)
WATER FEES	
WATER FEE AMOUNT \$\$	n/a
DUE DATE	(no later than 5 business days prior to event)
PAYABLE TO	
SECURITY/LAW ENFORCEMENT FEES	
Is additional security required by Director of WCPRD?	Yes / No (circle one)
If yes, WCPRD Security Policy and Contract for Special Events, Park Functions, and Tournaments is required in addition to this contract.	
SPECIAL INSTRUCTIONS OR NEGOTIATED TERMS (IF APPLICABLE)	

By my signature, I affirm that I have read this document and will abide by all WCPRD rules and regulations contained herein regarding the use of WCPRD facilities and/or properties, and I will be responsible for any vandalism, damage, or destruction of property if it occurs during my function and shall be responsible for paying for all damages. I also agree to indemnify and hold harmless Warren County Government officers, directors, judge executives, county officials, and employees from and against all claims, demands, liabilities, suits, damages, costs, and expenses of every kind and description, including penalties and reasonable attorney fees.

I also affirm that I will submit payments and any other required documents according to the schedule laid out in this document.

EVENT COORDINATOR SIGNATURE	<i>event coordinator signature here</i>
DATE	
WCPRD DIRECTOR SIGNATURE	
DATE	

The Warren County Parks and Recreation Department (hereafter referred to as WCPRD) strives to provide the safest and most enjoyable recreational experiences to all users of its facilities. To assist in this effort, WCPRD has a Park Police program with the Warren County Sheriff's Office to provide an assigned deputy to patrol park areas.

**This Security Contract is used for Special Events, Park Functions, or Tournaments including baseball, softball, volleyball, football, lacrosse, disc golf, inline hockey, archery, and wrestling events if deemed necessary.*

Terms and Conditions of Contract:

For certain events and functions, additional law enforcement personnel may be required to ensure public / facility safety. For these identified events and functions, the outside / renting party will be required to pay the additional security services hourly rate for the time determined to be required for the event. The determining factors of possible additional security needed include, but are not limited to:

1. Past issues with the group or patrons participating in the event (such as violation of facility rules, discipline issues, disorderly behavior of participants / spectators, users, failure to comply with staff request regarding WCPRD rules of facility, fighting of users / participants, threatening of users / participants, harassing of users / participants utilizing the facility)
2. Projected volume / number of participants is large and may require more security resources to ensure public / facility safety
3. Multiple facilities or park locations are being used
4. Type of event being offered
5. Local Law Enforcement recommends additional security

The rate of pay for additional W. C. Law Enforcement personnel is \$50.00 per hour for the total number of hours required for additional security during the event. The tournament director must submit payment to WCPRD Business Manager or Director in the form of a check to W.C. Sheriff's Office (WCSO) or the appropriate law enforcement agency as approved by WCPRD for the required security five (5) business days *prior* to event start date.

The tournament / special event director is responsible for advising all users, teams, participants, and event staff of the rules and regulations of all WCPRD facilities during the event time period.

One hour before the event start time, the tournament director must meet with W.C. Law Enforcement personnel or WCPRD assigned Manager to go over the security plan (date and time of this meeting to be specified in "*special instructions*" below). WCPRD staff and W.C. Law Enforcement personnel have all overriding authority on all disciplinary and facility operational issues while outside group is on W.C. properties, and all such decisions are final.

Tournament groups are not permitted to provide their own security on WCPRD property. Exceptions to this rule can only be made through the WCPRD Director.



Warren County Parks and Recreation Department
SECURITY CONTRACT for
 Special Events, Park Functions, and Tournaments*

CONTRACT TERMS & DETAILS	
EVENT	
EVENT NAME	
DATE	
TIME	
RECTRAC RSVN#	
PARK/FACILITIES	
PARK	
FACILITIES	
MANAGER	
PHONE	
EMAIL	
ORGANIZATION	
ORG NAME	
ADDRESS	
COORD NAME	
PHONE	
EMAIL	
SECURITY/LAW ENFORCEMENT FEES	
DUE DATE	
	(no later than 5 business days prior to event)
CHECK PAYABLE TO	W.C. Sheriff's Office
HOURLY RATE	
HOURS OF COVERAGE	
SECURITY FEE TOTAL AMOUNT	
SPECIAL INSTRUCTIONS (if applicable)	

By my signature, I affirm that I have read this document and will abide by all WCPRD rules and regulations contained herein regarding the use of WCPRD facilities and/or properties, and I will be responsible for any vandalism, damage, or destruction of property if it occurs during my function and shall be responsible for paying for all damages. I also agree to indemnify and hold harmless Warren County Government officers, directors, judge executives, county officials, and employees from and against all claims, demands, liabilities, suits, damages, costs, and expenses of every kind and description, including penalties and reasonable attorney fees.

I also affirm that I will submit payments and any other required documents according to the schedule laid out in this document.

EVENT COORDINATOR SIGNATURE	<i>event coordinator signature here</i>
DATE	
WCPRD DIRECTOR SIGNATURE	
DATE	

The Warren County Parks and Recreation Department (hereafter referred to as WCPRD) strives to provide the safest and most enjoyable recreational experiences to all users of its facilities. To assist in this effort, WCPRD has a Park Police program with the Warren County Sheriff's Office to provide an assigned deputy to patrol park areas.

Terms and Conditions of Contract:

For certain events and functions, *including basketball tournaments**, additional law enforcement personnel may be required to ensure public / facility safety. For these identified events and functions, the outside / renting party will be required to pay the additional security services flat fees for the event. The determining factors of possible additional security needed include, but are not limited to:

1. Past issues with the group or patrons participating in the event (such as violation of facility rules, discipline issues, disorderly behavior of participants / spectators, users, failure to comply with staff request regarding WCPRD rules of facility, fighting of users / participants, threatening of users / participants, harassing of users / participants utilizing the facility)
2. Projected volume / number of participants is large and may require more security resources to ensure public / facility safety
3. Multiple facilities or park locations are being used
4. Type of event being offered
5. Local Law Enforcement recommends additional security

The rate of pay for additional W. C. Law Enforcement personnel will be at the following flat rates based on the number of teams participating in the tournament:

- 0-30 teams: \$200
- 31-50 teams: \$400
- 51-70 teams: \$500
- 71-90 teams: \$650
- 91+ teams: \$750

The tournament director must submit payment to WCPRD Business Manager or Director in the form of a check to W.C. Sheriff's Office (WCSO) or the appropriate law enforcement agency as approved by WCPRD for the required security five (5) business days *prior* to event start date.

The tournament / special event director is responsible for advising all users, teams, participants, and event staff of the rules and regulations of all WCPRD facilities during the event time period.

One hour before the event start time, the tournament director must meet with W.C. Law Enforcement personnel or WCPRD assigned Manager to go over the security plan (date and time of this meeting to be specified in "*special instructions*" below). WCPRD staff and W.C. Law Enforcement personnel have all overriding authority on all disciplinary and facility operational issues while outside group is on W.C. properties, and all such decisions are final.

Tournament groups are not permitted to provide their own security on WCPRD property. Exceptions to this rule can only be made through the WCPRD Director.

CONTRACT TERMS & DETAILS	
EVENT	
EVENT NAME	
DATE	
TIME	
RECTRAC RSVN#	
PARK/FACILITIES	
PARK	
FACILITIES	
MANAGER	
PHONE	
EMAIL	
ORGANIZATION	
ORG NAME	
ADDRESS	
COORD NAME	
PHONE	
EMAIL	
SECURITY/LAW ENFORCEMENT FEES	
DUE DATE	(no later than 5 business days prior to event)
CHECK PAYABLE TO	W.C. Sheriff's Office
# TEAMS	
SECURITY FEE TOTAL AMOUNT	
SPECIAL INSTRUCTIONS (if applicable)	

By my signature, I affirm that I have read this document and will abide by all WCPRD rules and regulations contained herein regarding the use of WCPRD facilities and/or properties, and I will be responsible for any vandalism, damage, or destruction of property if it occurs during my function and shall be responsible for paying for all damages. I also agree to indemnify and hold harmless Warren County Government officers, directors, judge executives, county officials, and employees from and against all claims, demands, liabilities, suits, damages, costs, and expenses of every kind and description, including penalties and reasonable attorney fees.

I also affirm that I will submit payments and any other required documents according to the schedule laid out in this document.

EVENT COORDINATOR SIGNATURE	<i>event coordinator signature here</i>
DATE	
WCPRD DIRECTOR SIGNATURE	
DATE	

WCPRD CODE OF ETHICS

Rules of conduct for all Coaches, Managers, Supervisors, Sponsors, Participants, Players, Administrators, Officials, Parents, and Spectators:

Article I. Coaches, managers, supervisors, sponsors, participants, players, administrators, officials, parents, and spectators shall not:

- A. Curse (malicious or otherwise, verbally, written, or electronically via email, text, social media, or other communication or by physical gesture) at another manager, coach, supervisor sponsor, participant, players, game official, parent, spectator, administrator, or official of the Warren County Parks and Recreation Department.
- B. Push, hit, strike, or threaten (verbally, written, or electronically via email, text, social media, or other communication or by physical gesture) to a manager, coach, supervisor, sponsor, participant, player, official, parent, spectator, administrator, or official of the Warren County Parks and Recreation Department.
- C. Be drinking or under the influence of alcohol or illegal drugs, or any controlled substance while on WCPRD or W.C. Public School premises before, during, or after an event.
- D. Act in an irrational manner or make a public spectacle or nuisance of himself/herself before, during, or after a scheduled event.
- E. Violate the rules and regulations of the activity or program in which they are involved.
- F. Participate in any act that undermines league policy or procedures.
- G. Commit in the presence of at least one (1) witness any of the infractions listed in the above-stated Article I rules (A, B, C, D, E, and/or F).
- H. Commit any infraction not covered under these stated rules but is a violation of league or WCPRD Rules and Regulations, Bylaws, or League-amended procedures, guidelines, and/or game rules (example: being ejected from a basketball game due to having two (2) technical fouls).

Article II. Penalties

Violations of Rule A

- A. First Offense - Dismissal from the sponsoring program for the remainder of the season and post season activities. If violation of the rule in the latter part of the program (twenty percent or less of the season or post season), the penalty shall carry over to the next season of the sponsoring program - No appeal.
- B. Second Offense - Dismissal from Warren County Parks for one (1) year.
- C. Third Offense - Permanent dismissal from all Warren County Parks and Recreation Department youth sports-sponsored activities.

Violations of Rules B, C, D

- A. First Offense
Dismissal from Warren County Parks for one (1) year.
- B. Second Offense
Permanent dismissal from Warren County Parks and Recreation Department youth sports program activities. If deemed necessary by Warren County Parks and Recreation Department or League Board of Directors, legal action may be taken against the individual violating the Code of Ethics.

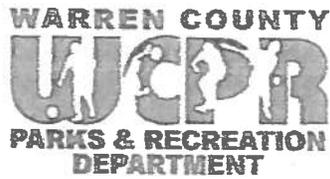
Violations of Rules E, F, G

- A. First Offense
 - 1. Players, coaches, managers and umpires: Dismissal for three (3) weeks.
 - 2. Spectators: Dismissed from all Warren County Parks for one (1) month.
- B. Second Offense
Dismissal from Warren County Parks for one (1) year.
- C. Third Offense
Permanent dismissal from all Warren County Parks youth sports program activities.

Violations of Rule H

- A. First Offense
Dismissed for one (1) game and one (1) week from the dismissal; no contact with team until suspension is lifted.
- B. Second Offense
Dismissal from the sponsored program for the remainder of the season.

Anyone in violation of WCPRD Code of Ethics and who has been disciplined accordingly has the right to appeal before the WCPRD Advisory Board Ethics Committee. Likewise, anyone disciplined by a league for infractions of said league's rules and/or bylaws has the right to appeal before the WCPRD Advisory Board Ethics Committee. Any and all decisions made by the Ethics Committee will be final and will be enforced by WCPRD.



WARREN COUNTY PARKS AND
RECREATION DEPARTMENT
ANIMAL POLICY

No animals/pets are permitted in the Athletic Complex areas, Inline Hockey Rink, and bleacher areas, gymnasiums, football field bleacher areas, and Ice Rink facility. (This includes all walkways around the ball fields, dugouts, playing fields, concession areas, bleacher areas, playground areas, bull pin areas, and batting cage areas.) *Only certified service animals or emotional support animals are allowed in these areas.*

All animals/pets in the other (non-athletic) areas of the parks must be on a leash at all times. All non-restrained/non-leashed animals will be removed by Animal Control Officials.



WARREN COUNTY PARKS AND RECREATION
DEPARTMENT
FIELD PLAYABILITY POLICY
(APPROVED ON MAY 11, 2009)

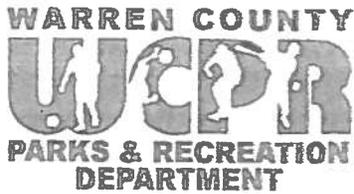
These are the deciding factors that will deem if ball fields are acceptable for play:

1. Standing water on the infield – play is not permitted.
2. If three quarters (3/4) of the ball field is damp where you sink in a quarter inch (1/4 inch) – play is not permitted.
3. If field is too slick and too muddy prohibiting traction – play is not permitted.
4. Decisions on play will be decided on the availability of drying agents and chemicals that the department has in its inventory to dry the ball fields.

WCPRD office may be contacted 270-842-5302, Monday through Friday from 8:00am until 5:00pm, to get updates on field conditions / weather conditions

SPECIAL NOTE:

- WCPRD will not provide drying agents for non-league tournaments and sport-related functions. These materials will need to be purchased by the event coordinator 5 – 10 days prior to event date and can be stored onsite. Storage location must be coordinated with park manager.
- Drying agents will only be applied by trained WCPRD staff – no exceptions.



WARREN COUNTY PARKS AND RECREATION
DEPARTMENT
SEVERE WEATHER POLICY
(APPROVED JULY 10, 2009)

1. WCPRD reserves the right to cancel any and all programs, games, practices, tournaments, special events and functions if weather conditions present a hazard to the general public. The following events could cause events to be canceled or postponed:
 - a. Severe Thunderstorm Warning
 - b. Tornado Watch / Tornado Warning
 - c. Special Weather Statements
 - d. Winter Weather Advisory
 - e. Winter Weather Watch
 - f. Winter Storm Watch / Warning
 - g. Flood Warning

2. The lightning policy of the WCPRD is as follows:
 - a. If lightning is seen and thunder is heard within thirty (30) seconds of the lightning being seen, all outdoor events shall be postponed for a minimum of thirty (30) minutes. This means that park staff will politely and professionally notify all patrons and participants that they must leave the park facilities and after thirty (30) minutes, the situation will be reassessed. If lightning or severe weather is still persistent, the event or function may still be postponed or canceled.
 - b. Some regional parks are equipped with lightning detection devices. If the devices indicate that lightning is within ten-fifteen (10-15) miles of the given facility, all procedures as described in section 2.-a. will be followed.



WARREN COUNTY PARKS AND RECREATION
DEPARTMENT
SMOKING & VAPING POLICY

“Please be courteous and respectful of your fellow park patron”

Smoking and Vaping is prohibited at the following WCPRD sites:

- All Ballfield Complex Areas including:
 - Dugouts
 - Bleacher
 - Scorebox Buildings
 - Concession Stand Areas
 - Bull Pin Areas
 - Batting Cage Areas
 - All walkways around ballfields extending 25 yards (75 feet) out from all ballfield fence areas in all directions
- Gym and Building Areas including:
 - No smoking or tobacco products, including vapes, are allowed inside any WCPRD building.
 - All walkways around buildings and gyms extending 25 yards (75 feet) out from building walls in all directions.

Smoking is allowed at the following WCPRD sites:

- Parking lot areas
- All other areas not covered under prohibited section above
- Designated Smoking Areas

Penalties for Non-Compliance:

- **1st Offense** – Patron will be asked to move to designated smoking area or extinguish tobacco product.
- **2nd Offense** – Patron will be asked to leave the facility for the remainder of day.

