



PADUCAH PARKS & RECREATION  
ALWAYS SOMETHING TO DO!

## PADUCAH RECREATION CENTER FACILITY RESERVATION APPLICATION

### ► Applicant Information:

Individual, Group, or Organization: \_\_\_\_\_

Contact Person (first, last): \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Address, City, State, Zip: \_\_\_\_\_

Are you tax exempt? YES \_\_\_ NO \_\_\_ *If yes, please include a copy of your organization's tax exempt form with this application.*

### ► Reservation Information:

Type of Event \_\_\_\_\_

Date(s) Request (MM/DD/YYYY) \_\_\_\_\_ Reservation Day(s) of the Week: \_\_\_\_\_

Time Frame Requested: \_\_\_\_\_ Total Hours: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Recurring? YES \_\_\_ NO \_\_\_

### ► What do you need access to during your reservation?

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> STAGE            | <input type="checkbox"/> CONFERENCE ROOM | <input type="checkbox"/> EQUIPMENT-SPECIFY: _____ |
| <input type="checkbox"/> VOLLEYBALL NETS  | <input type="checkbox"/> SCOREBOARD      | <input type="checkbox"/> CHAIRS - QUANTITY: _____ |
| <input type="checkbox"/> BASKETBALL GOALS | <input type="checkbox"/> SOCCER GOALS    | <input type="checkbox"/> TABLES - QUANTITY: _____ |

### ► Daily Gym Reservation Fees

- Can pay \$175 non-refundable deposit up front for a daily reservation. Rest of balance is due 15 days in advance of reservation date.
- \$400 Daily Rec Center Reservation (8:00am -9:00pm)
- \$300 Daily Non-profit Rec Center Reservation (8:00am -9:00pm)
- A refundable \$500 damage deposit is due at the time of your key pickup. The deposit is returned to you pending the inspection of the facility by Parks and Recreation staff.
- Hours requested outside operational hours listed above may require security guards and additional fees

### ► Hourly Gym Reservation Fees

- \$30/hour Rec Center Reservation (Up to 4 hours)
- Hourly reservations must be paid in full at time of reservation after approval of application.
- For Hourly Reservations, a Paducah Parks & Recreation Staff person will be on site during reservation.
- Hours requested outside operational hours listed above may require security guards and additional fees

► Paducah Parks & Recreation reserves the right to accept or reject any application. Reservation requests are dependent upon gym availability under current facility schedule. Reservation Applications will be responded to within 3 Business Days. Applicants will be notified of approval, denial or need for alteration at that point.

► **General Guidelines for Hourly Facility Reservations**

- Reservations are for athletic, fitness, or recreational use only.
- Reservations Applications be completed 3 business days prior to reservation date for hourly reservations.
- Reservation dates can only be changed once.
- All cancellations must be made during business hours, 8AM – 4:30PM Monday – Friday. All refunds are subject to an administrative fee of 10%. and must be made at least two (2) business days prior to the reservation to be eligible for a refund. Refunds will NOT be issued for events cancelled due to lack of participation.
- Alcohol, smoking, and vaping are not allowed within the Paducah Recreation Center or the parking lot.
- The max occupancy for the Paducah Recreation Center is 359 persons. The occupancy load should not exceed 180 when using tables and chairs in the facility.
- Groups reserving the facility are responsible for ensuring users follow all State of Kentucky and KHSAA COVID-19 Health and Safety Guidelines. Temperature checks must be performed for all individuals who enter the facility.

► **General Guidelines for Daily Facility Reservations**

- Reservations are for athletic, fitness, or recreational use only.
- Reservations Applications be completed 15 days prior to reservation date for daily reservations.
- Reservation dates can only be changed once.
- Alcohol, smoking, and vaping are not allowed within the Paducah Recreation Center or the parking lot.
- All garbage liners must be taken to the rollouts in the parking lot following the reservation
- The max occupancy for the Paducah Recreation Center is 359 persons. The occupancy load should not exceed 180 when using tables and chairs in the facility.
- All cancellations must be made during business hours, 8AM – 4:30PM Monday – Friday. All refunds are subject to an administrative fee of 10%. and must be made at least two (2) business days prior to the reservation to be eligible for a refund. Refunds will NOT be issued for events cancelled due to lack of participation.
- The City of Paducah is to be named on the liability insurance as additional insured and coverage is required in the amount of \$1,000,000.00 for daily reservations.
- Proof of insurance must be provided to Paducah Parks & Recreation at least 7 working days prior to the daily reservation or at the time the reservation is made.
- Daily reservations will require a walk through with a staff member before the reservation date.
- Once a walk through is completed by the reserver and the staff person, they can take the form back to the Parks & Recreation office to pay the \$500 refundable damage deposit and collect the key.
- A refundable \$500 damage deposit is due at the time of your key pickup for daily reservations. The deposit is returned to you pending the inspection of the facility by Parks and Recreation staff.
- Key’s must be returned the next business day.
- More detailed information will be provided during the facility walk through.
- Groups reserving the facility are responsible for ensuring users follow all State of Kentucky and KHSAA COVID-19 Health and Safety Guidelines. Temperature checks must be performed for all individuals who enter the facility.

*I certify that all the information provided on this application is true and correct to the best of my knowledge. By signing this form, I acknowledge I have read, understand and agree to any and all conditions set forth by the City of Paducah and the Parks and Recreation Department.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PLEASE RETURN THIS COMPLETED APPLICATION TO:**

PADUCAH PARKS & RECREATION  
1400 HC MATHIS DRIVE  
PADUCAH, KY 42001

OR

parkinfo@paducahky.gov