



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) _____ Rental 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"/> GYM | <input type="checkbox"/> CONFERENCE ROOM | |
| <input type="checkbox"/> STAGE | <input type="checkbox"/> SCOREBOARD | <input type="checkbox"/> CHAIRS - QUANTITY: _____ |
| <input type="checkbox"/> BASKETBALL GOALS | <input type="checkbox"/> SOCCER GOALS | <input type="checkbox"/> TABLES - QUANTITY: _____ |

▶ Gym Reservation Fees (current tax is 6%)

- Can pay \$175 non-refundable deposit up front for a daily rental. Rest of balance is due 15 days in advance of reservation date.
- \$400 Daily Rec Center Rental (9:00am -9:00pm)
- \$300 Daily Non-profit Rec Center Rental (9:00am -9:00pm)
- \$50/hour Rec Center Rental (Up to 4 hours)
- \$30/hour Rec Center Rental for nonprofits (Up to 4 hours)
- Hours requested outside operational hours listed above may require security guards and additional fees

▶ Damage Deposit

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.

▶ Paducah Parks & Recreation reserves the right to accept or reject any application. Reservation Applications will be responded to within 5 Business Days. Applicants will be notified of approval, denial or need for alteration at that point.

► **General Guidelines for Facility Reservations**

- Reservations are for athletic, fitness, or recreational use only.
- Reservations Applications be completed 15 days prior to reservation date.
- Reservation dates can only be changed once.
- 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.
- Proof of insurance must be provided to Paducah Parks & Recreation at least 7 working days prior to the reservation or at the time the reservation is made.
- Before the reservation date, the contact person must complete a walk through with a staff member.
- Once a walk through is completed the reserver and the staff person it can take the form back to the Parks & Recreation office to collect the key for a \$500 refundable damage deposit.
- 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.
- Key's must be returned the next business day.
- Alcohol, smoking, and vaping are not allowed within the Paducah Recreation Center or in 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 - 5PM Monday - Friday, and must be made at least two (2) business days prior to the rental to be eligible for a refund. All refunds are subject to an administrative fee. Refunds will NOT be issued for events cancelled due to lack of participation.
- More detailed information will be provided during the facility walk through.

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