

# Bowling Green Firefighter's Association

615 Fairview Ct.

Bowling Green, Ky 42101



## *Union Hall Facility Reservation Form*

This form must be completed to obtain a reservation. Reservations are accepted on a first come first serve basis. To check availability by phone, call 270-606-0598 or 270-799-2377. The Bowling Green Firefighter's Association reserves the right to refuse any reservation and/or cancel any reservation it deems necessary.

Responsible Agency (or individual)

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Contact Person

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Address:

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City:

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State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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

Purpose of use: \_\_\_\_\_

Date of event: \_\_\_\_\_

Time of event: From: \_\_\_\_\_ To: \_\_\_\_\_ No. of  
Participants: \_\_\_\_\_

## Bowling Green Firefighter's Association

### *Facility use rules and regulations (Please check boxes as you read.)*

- ☐ Smoking and tobacco use is strictly prohibited.
- ☐ Please observe the date, time and location indicated on your reservation. If incorrect please contact a union representative as soon as possible.
- ☐ No tape or nails on walls, wood surfaces including furniture or ceiling panels. All tables must be cleared at the end of the reservation. The use of candles is prohibited. All trash must be removed upon conclusion of event. Dumpsters are available.
- ☐ Any stains or damage to carpet, furniture, walls or structure is the liability of the responsible party and must be cleaned and/or repaired to the union's satisfaction.
- ☐ Fee collection including fundraising or sales by any individual, group, business or agency other than BGFA is prohibited on the property. Requests to use the facility for fundraising efforts sponsored by charitable non-profit organizations will be considered.
- ☐ Youth 21 and under must have adult supervision at all times.
- ☐ Participants must remain within the area reserved during the event.

### **RELEASE & WAIVER**

***The responsible party/renter agrees to hold harmless the Bowling Green Firefighter's Association, it's officials and employees from and against any and all claims, suits, actions, damages and/or causes of action arising during the term of this agreement, for any personal injury, loss of life, property and/or damage to property sustained in or about the said premises, and from and against all cost, expenses and liability incurred in and about any such claims the investigation thereof or the defense of any action process brought thereon, and from and against any orders and/or judgments that may be entered therein. The responsible party/renter also agrees that by signing below they will pay for any damages incurred while using the facility. Also by signing below, this certifies that the rules for use have been read and understood.***

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Responsible Party Signature Date

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Approved By Date

*PLEASE PRESENT THIS FORM TO BGFA PERSONNEL UPON ARRIVAL or prior to your event*