



16 West Church Street  
Bowling Green, MO 63334  
573-324-5451 Phone  
573-324-2644 Fax  
[www.bowlinggreen-mo.gov](http://www.bowlinggreen-mo.gov)

**Office Use**

**Refund \$** \_\_\_\_\_

**Date** \_\_\_\_\_

**Application for Rent and Use of  
Bowling Green Community Center  
201 West Locust Street  
Bowling Green, MO 63334**

The undersigned person or organization hereby makes application and requests permission to use the Community Center facility described herein and for that purpose submits the following information:

Name of Applicant or Organization \_\_\_\_\_

Name if Person to be in Charge \_\_\_\_\_

Address of Contact Person \_\_\_\_\_

Please circle one of the following, do you live:            Inside City Limits    or    Outside City Limits

Phone \_\_\_\_\_ Date to be Used \_\_\_\_\_

Hours Desired for Use:    Start \_\_\_\_\_            End \_\_\_\_\_

Alcoholic Beverages on Premises: **Yes** (\$200 Deposit) \_\_\_\_\_ **No** (\$50 Deposit) \_\_\_\_\_

**Deposit Required**

There is herewith paid damage deposit. If no damage occurs or additional expense is incurred, the deposit will be refunded. There will be a deposit of \$50.00 if there are not alcoholic beverages on the premises and a \$200.00 deposit if alcoholic beverages are on the premises. In the event of any damage or when any cleaning is required, the deposit will be used; however, any unused balance shall be refunded. In the event the damage exceeds the deposit; the renter shall pay the difference. In addition to the deposit, the rental fees are as follows:

**Rental Fees**

City Resident: \$15/hour or \$100 for all day (must indicate actual rental time)

Non-Residents: \$20/hour or \$150 for all day (must indicate actual rental time)

Auctions: \$300 per day.

**(continued)**

## Rules & Regulations

In making the application the undersigned agrees that all the rules and regulations pertaining to the use of the Bowling Green Community Center, as set forth by the Board of Aldermen for the City of Bowling Green, are familiar to the applicant, and that he/she agrees to abide by all rules and regulations and that the same shall be adhered to.

Anytime the kitchen facility is used, it is the renter's responsibility that all dishes, glasses, utensils, etc. will be washed, dried, and replaced in proper storage cabinet, also, the counter tops, stove, floor ect. will be left clean.

Table caddies, chair caddies, tables, and chairs are to be replaced in the order in which they are found. Cleaning supplies, including a broom and mop, are in the kitchen. If the custodian should perform any of the cleaning or storage responsibilities, an hourly charge of \$20 per hour will be assessed.

## Alcoholic Beverages

The undersigned applicant further agrees that he/she is over the age of twenty-one (21) years and that he/she shall be responsible if alcoholic beverages are on the premises to see to it that no persons who are minors be allowed to partake in alcoholic beverages and to see that this is strictly adhered thereto and agrees to be responsible for any actions that would result in violation of this regulation.

## Acceptance of Liability

The undersigned applicant accepts full responsibility for any mishaps or accidents that might occur while the premises are being used as provided herein, and hereby indemnify and hold harmless the City of Bowling Green from any liability whatsoever for any personal injury or property damage that may occur as a direct or indirect result of use of said premises including indemnity against attorney fees, expense or other costs incurred by the City of Bowling Green in defending any claim made against the City of Bowling Green by any person or firm whatsoever as a result of the use of the premises.

## Miscellaneous

It is understood that reservations are taken on a first-come first-serve basis and require a 48-hour notice. **Deposit and rent must be paid in full before the reservation can be completed.** If any special set-ups or arrangements are required or the use of a podium, please make a request to City Hall at the time of reservation. **Rental times must include set up and clean up time, no exceptions. If premises are not vacated on time, deposit will be deducted \$15/hr or \$20/hr depending on rental fee rate.**

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

### Post Event Inspection:

Community Center was clean and full deposit can be refunded:

Yes

No

If no, indicated time spent cleaning: \_\_\_\_\_

Cleaning performed: \_\_\_\_\_

\_\_\_\_\_