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?

☐ CONFERENCE ROOM ☐ EQUIPMENT-SPECIFY: _____

☐ VOLLEYBALL NETS ☐ SCOREBOARD ☐ CHAIRS - QUANTITY: _____

☐ BASKETBALL GOALS ☐ SOCCER GOALS ☐ TABLES - QUANTITY: _____

Hourly Gym Reservation Fees

- $30/hour Rec Center Reservation (Up to 4 hours) + 6% tax (Through December 31, 2026)
- $40/hour Rec Center Reservation (Up to 4 hours) + 6% tax (Effective January 1, 2027)
- Hourly reservations must be paid in full at time of reservation after approval of application.

Daily Gym Reservation Fees

- $400 Daily Rec Center Reservation (8:00am -9:00pm) + 6% tax
- $320 Daily Non-profit Rec Center Reservation (8:00am -9:00pm) + 6% tax.
- 50% deposit is due up front for daily reservation. Rest of balance due 15 days in advance of reservation date.
- A refundable $500 damage deposit is due at the time of reservation. 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 requests are dependent upon gym availability under current facility schedule. Reservation Applications will be responded to within 5 Business Days. Applicants will be notified of approval, denial or need for alteration at that point.

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General Guidelines for Hourly Facility Reservations

- Reservations are for youth birthday parties, athletic, fitness, or recreational use only.
- Reservations Applications must be completed 5 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.
- All facility rules must be followed.
- Alcohol, smoking, and vaping are not allowed within the Paducah Recreation Center or the parking lot.
- The occupancy load should not exceed 80 guests and 10 tables during the reservation.
- A Paducah Parks & Recreation staff member will be on site for the duration of the reservation.
- Indoor Bounce Houses or other large inflatables are not allowed.
- If the renter is selling tickets or charging admission, they must have an active business license with City of Paducah. All service providers must have a current business license with the City of Paducah on file. Renter must submit documentation 5 business days in advance of reservation.

General Guidelines for Daily Facility Reservations

- Reservations are for youth birthday parties, athletic, fitness, or recreational use only.
- Reservations Applications must be completed 15 days prior to reservation date for daily reservations.
- 50% deposit is due up front for daily reservation. The rest of balance is due 15 days in advance of reservation date.
- Tax exempt paperwork must be submitted at time of reservation for non-profit rate.
- A refundable $500 damage deposit is due at time of reservation. The deposit is returned to you pending the inspection of the facility by Parks and Recreation staff.
- 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.
- All facility rules must be followed.
- Alcohol, smoking, and vaping are not allowed within the Paducah Recreation Center or the parking lot.
- The occupancy load should not exceed 80 guests and 10 tables during the reservation.
- Daily reservations will require a walk through with a staff member at start and end of reservation.
- A Paducah Parks & Recreation staff member will be on site for the duration of the reservation.
- Indoor Bounce Houses or other large inflatables are not allowed.
- If the renter is selling tickets or charging admission, they must have an active business license with City of Paducah. All service providers must have a current business license with the City of Paducah on file. Renter must submit documentation 5 business days in advance of reservation.

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
2701 PARK AVE
PADUCAH, KY 42001

OR

parkinfo@paducahky.gov