

**GENERAL RULES:**

- \* **HAVE A COPY OF THE SIGNED RENTAL AGREEMENT AVAILABLE DURING YOUR RESERVATION**
- \* **NO** EVENTS PAST 10:00 PM
- \* **NO** ALCOHOLIC BEVERAGES, DRUGS OR INTOXICANTS ON CITY GROUNDS OR PROPERTY
- \* **NO** PROFANE LANGUAGE, EXPLICIT LYRICS, OFFENSIVE MUSIC OR ENTERTAINMENT
- \* **NO** LOUD MUSIC OR LOITERING IN PARKING LOTS
- \* **NO** PARKING ON THE GRASS
- \* LESSEE AND ALTERNATE POINT OF CONTACT MUST BE A MINIMUM OF 21 YEARS OF AGE
- \* LESSEE MAY BE REQUIRED TO PROVIDE SECURITY, WHICH MUST BE PRE-APPROVED BY THE DIVISION OF PARKS AND RECREATION
- \* UPON ARRIVAL YOU ARE ADVISED TO INSPECT THE FACILITY AND REPORT ANY PROBLEMS OR DEFICIENCIES TO DIVISION OF PARKS AND RECREATION STAFF IMMEDIATELY
- \* ALL INCIDENTS MUST BE REPORTED TO LAW ENFORCEMENT OR PUBLIC SAFETY PERSONNEL IMMEDIATELY AND TO THE DIVISION OF PARKS AND RECREATION AS SOON AS POSSIBLE
- \* AREAS MUST BE LEFT CLEAN AND THE TRASH EMPTIED INTO DESIGNATED DUMPSTERS
- \* FACILITIES LEFT UNLOCKED AND/OR UTILITIES LEFT ON BY YOUR GROUP WILL RESULT IN FORFEITURE OF YOUR DEPOSIT, PLUS ANY ASSOCIATED REPAIR/REPLACEMENT COSTS
- \* LESSEE IS EXPECTED AND SHOULD BE PREPARED TO PROVIDE AND ADMINISTER FIRST AID AS APPROPRIATE

**BUILDINGS:**

- \* **SMOKE FREE FACILITY** – ALL CITY OF HOPKINSVILLE BUILDINGS ARE SMOKE FREE
- \* **NO** LOUD MUSIC AUDIBLE FROM OUTSIDE THE BUILDING
- \* **NO** PARKING ON THOMAS STREET OR GRASS AREAS
- \* **WHILE USING THE BUILDING, IT IS THE RENTER'S RESPONSIBILITY TO ENSURE THAT ALL BUILDING EXITS ARE CLEAR AND CAN BE READILY OPENED BY OCCUPANTS FROM THE INSIDE. THE FRONT DOORS ARE NOT TO BE CHAINED AND LOCKED WHILE BUILDING IS OCCUPIED AND IN USE**
- \* DO NOT PROP FRONT OR REAR DOORS OPEN
- \* PLACE TABLES AND CHAIRS ON THE RACKS PROPERLY
- \* LEAVE CLEAN-UP EQUIPMENT AND SUPPLIES IN DESIGNATED AREA
- \* TURN OFF ALL LIGHTS AND CONTROLLABLE UTILITIES
- \* CHECK TO MAKE SURE ALL DOORS ARE CLOSED AND LOCKED BEFORE DEPARTURE

**PAVILIONS:**

- \* LEAVE THE SHELTER AND SURROUNDING AREA IN A CLEAN AND ORDERLY CONDITION. FAILURE TO DO SO WILL RESULT IN FORFEITURE OF YOUR DEPOSIT
- \* CLEAN-UP EQUIPMENT AND TRASH BAGS WILL BE FURNISHED. PLEASE CLEAN UP ANY SPILLS. IF NECESSARY, RESTOCK TOILET TISSUE. THE RESTROOMS, STORAGE AND SURROUNDING AREAS ARE TO BE SWEEPED. AFTER EMPTYING TRASH CANS, REPLACE BAGS. ALL TRASH IS TO BE PLACED IN THE DUMPSTER
- \* LOCK ALL DOORS AND TURN OFF UTILITIES BEFORE LEAVING

**BALLFIELDS/SOCCER FIELDS/MULTI PURPOSE FIELDS:**

- \* **NO** MOTORIZED VEHICLES OR EQUIPMENT ON ANY FIELDS AT ANY TIME
- \* **NO** SMOKING ON THE BALLFIELDS
- \* **NO** LOITERING IN PARKING LOTS
- \* DURING AND AFTER INCLEMENT WEATHER, DECISIONS CONCERNING FIELD USE MUST BE ADDRESSED BY DIVISION OF PARKS AND RECREATION STAFF. PHONE AFTER-HOURS NUMBERS BELOW
- \* LEAVE THE AREA CLEAN AND PLACE ALL TRASH IN DUMPSTERS
- \* TURN OFF ALL LIGHTS AND SECURE DOORS AND GATES BEFORE LEAVING

**DIVISION OF PARKS AND RECREATION**  
**AFTER-HOURS: 270-889-1303, 270-484-2648 OR 270-348-2664**

**POLICE OR FIRE EMERGENCY: 911**

OFFICE HOURS:  
MONDAY – FRIDAY  
7:30 AM – 4:30 PM



OFFICE PHONE:  
270-887-4290  
FAX 270-887-4293  
[www.hoptownrec.com](http://www.hoptownrec.com)