

# Heardmont Park Usage Request Form

5452 Cahaba Valley Road Birmingham, Alabama 35242

This form addresses the exterior facilities and grounds at Heardmont Park.

(205) 991-2015 [kmundy@scpara.com](mailto:kmundy@scpara.com)

Organization (Legal Name): \_\_\_\_\_ Website: \_\_\_\_\_

Mission of Organization: \_\_\_\_\_

Lead Contact Person: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person(s) and Cell Number(s) for Any Additional Responsible Person(s) that will be Onsite:

Print Names: \_\_\_\_\_ Cell \_\_\_\_\_ / \_\_\_\_\_ Cell \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_

Number of People Expected to Attend: \_\_\_\_\_

Specific Park Area(s) Being Requested: \_\_\_\_\_

**Required Insurance Information/Insurance Company Name:** \_\_\_\_\_

**Certificate of Liability Insurance (COI) must be emailed or faxed to 205-991-0622 before approval is granted and the certificate must denote that the Shelby County Commission and Shelby County Park and Recreational Authority (SCPARA) are additional insured entities - Listed on the COI.**

Please Outline the Items to be used during event - Examples: tables, chairs, canopies, banners, inflatables (must provide generators), P/A systems – equipment decibel level must be well managed etc.

\_\_\_\_\_  
\_\_\_\_\_

Access Passes needed (yes/no) – The Passes are solely for deliveries/pickup/unloading within restricted area/trail path - Requesting Delivery/Set-Up Entity Name(s): \_\_\_\_\_

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**Signature** \_\_\_\_\_ **Printed Name** \_\_\_\_\_

## Required Approvals for Park Usage:

SCPARA \_\_\_\_\_ Date \_\_\_\_\_

Mgr. of Facilities & General Services \_\_\_\_\_ Date \_\_\_\_\_

Shelby County Manager \_\_\_\_\_ Date \_\_\_\_\_

Please specify in writing any additional comments: \_\_\_\_\_

\_\_\_\_\_