

## **Shelby County Park and Recreation Authority (PARA)**

### **Mary Ellen Estes Senior Community Center Usage Areas:**

**Interior Main Room with or without Kitchen Access, Front and/or Rear Porches; Heardmont House Conference Room and the Hollis-Rooks Pavilion located in the rear of park.**

### **Facilities Usage Policies and Requirements**

1. Shelby County residents 25 years of age or older are permitted to rent facilities. Reservations must be made at the SCPARA park office located in the Senior Community Center – [kmundy@scpara.com](mailto:kmundy@scpara.com) or 205-991-2015. Reservations and usage are only permitted after normal business operating hours for the Senior Community Center (7am-3:30pm) and the Heardmont House (7am-5pm), these facilities are used for scheduled operations Monday through Friday. The responsible person making the reservation and executing the usage agreement must be in attendance during the entire usage period. Senior Center activities and park tenants have first priority over all other functions or usage applications.
2. Groups, organizations, and individuals using the facilities will comply with all laws, regulations or policies of the State of Alabama, Shelby County and the Shelby County Park and Recreation Authority.
3. The Senior Center interior main room and kitchen along with the front and rear porches reserved for civic, social and recreation functions or events. The Heardmont House Conference Room and kitchen can be reserved for business or social service activities.
4. Rental time is inclusive of set up, event period and clean-up. **The Senior Center and/or designated usage area must be returned to the prior condition.** The forfeiture of the deposit due to the status of the designated usage area or support space is solely at the determination of SCPARA staff.
5. Alcoholic beverage sales are not allowed.
6. All activities shall be properly controlled and supervised. Whenever persons participating in the planned activity are under 25 years of age, adequate adult supervision must be present.
7. No loud or excessive noises will take place that will disturb any tenants or other onsite usage.
8. The Shelby County Park and Recreation Authority has the right to revoke a reservation at any time if they deem necessary in its sole discretion.
9. All trash and litter generated from the event must be bagged and placed in the dumpster located adjacent to the Senior Center and no event waste can be left in onsite waste cans. All event debris or materials must be removed from the floor, tables and chairs. Failure to comply with this requirement will result in the immediate forfeiture of the deposit.
10. The applicant agrees to assume liability for any damage done to any onsite property.

11. The Shelby County Commission (County) and Shelby County Park and Recreation Authority (SCPARA) will not be liable for any claims for injury or damages resulting from or arising out of the use of the onsite facilities or premises and the reservation holder agrees to indemnify the County and SCPARA and hold them, their agents and employees harmless against any and all such claims, damages, losses and expenses. If requested by SCPARA or the County, the permit holder shall provide a certificate of insurance.
12. Inflatables are not allowed inside the buildings or structures - the assigned usage areas. Park based ground/exterior event inflatables are only allowed in designated area(s) and requires a specific designated area/permit.
13. Gas grills are allowed only in specific designated/authorized areas and must be pre-approved.
14. You may not affix anything to the interior walls or ceiling or anywhere on the exterior of the buildings including staples, tape, push pins, tacks, string, ribbon, balloons, glue, no candles or open flames etc.
15. Food and drinks are not allowed in the carpeted area.
17. Pets are not allowed within the buildings. Service animals are allowed with applicable certificate.
18. Smoking or vaping is not allowed in the buildings or reserved areas.
19. Chalk, glitter, water or sand is prohibited from being used on the floors during event/usage period.
20. Payments can be made by check or venmo.

I have read and agree to these Facilities Usage Policies and Requirements contained within this document.

Responsible Individual for Event / Usage

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Driver's License Number

\_\_\_\_\_  
Print Name

**Attach a Copy of the Driver's License of Responsible Individual**

**DATE & TIME Period of Facility Usage:**

\_\_\_\_\_

**FACILITY / AREA GOVERNED BY THIS PERMIT:**

\_\_\_\_\_

\_\_\_\_\_  
SCPARA Employee Issuing Usage Permit Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date