

HEARDMONT PARK

Mary Ellen Estes Senior Community Center - Heardmont House -

Hollis Rooks Pavilion

RENTAL/FACILITIES USAGE APPLICATION

Shelby County Park and Recreation Authority (SCPARA) 5452 Cahaba Valley Road Birmingham, AL 35242

(205) 991-2015 kmundy@scpara.com or adudchock@scpara.com

Event/Usage Date: _____ Usage/Rental Time Period: _____ Date of Application: _____

Print Name of Responsible Person: _____ Driver's License # _____

The Responsible Person must have an in-county address, the Shelby County address must be on a Valid Alabama Driver's License – Print full in-county address as shown on Driver's License on the next line:

Home Phone: _____ Cell Phone: _____ Work _____

Type of Event: _____ Signature : _____

Approximate Number of Attendees: _____ Planned Activities: _____

Space Requested: _____ Senior Center Large Room & Kitchen _____ Heardmont House Conference Room
(Capacity 200) (Capacity 20)
_____ Senior Center Front Porch _____ Senior Center Rear Patio _____ Hollis Rooks Pavilion

Senior Center - Large Room and Kitchen Space has kitchen preparation space, temporary freezer & refrigerator usage and 6 Rectangle Tables, 23 Round Tables, 200 Chairs, TV/DVD available for use.

(Front Door Key is issued for rental period)

\$300 Deposit is required and rental/usage fee for 0 to 4 Hours - **\$300** 4 to 8 Hours - **\$700**

Heardmont House Conference Room with table and chairs available for use

(Front Door Code is issued for rental period)

\$200 Deposit is required and rental/usage fee for 0 to 4 Hours - **\$200** 4 to 8 Hours - **\$500**

Senior Center Outdoor Space: Front Porch Area or Rear Patio Area

(No key or door codes are provided)

\$200 Deposit is required and rental/usage fee for 0 to 4 Hours - **\$200** 4 to 8 Hours - **\$400**

Hollis Rooks Pavilion located in the rear of the Park **\$50** for 0 to 2 Hours

(Covered Pavilion located in rear of park)

Rental Hours include set up, breakdown and clean up time. \$200.00 will be charged per hour over reservation time

PAYMENT METHOD: CHECK # _____ Make Check Payable to SCPARA Cash \$ _____

Total Amount Received for Deposit \$ _____ Amount for Rental/Usage Period \$ _____

Received by: _____ Date: _____

SCPARA Personnel

Approved: _____

SCPARA Personnel

Deposit will be returned only when the facility is left clean as follows: Bring your own garbage bags, cleaning materials, wipes and cleaning clothes or sponges. Counters, Tables, Floors and Chairs are cleaned (If kitchen is accessed, it shall be cleaned as well.) All Garbage and/or Event Debris removed and placed in dumpster. All items used must be returned to their original location such as tables, chairs and equipment. (An emailed photo may be supplied to assure room is set up as found) When in doubt, clean it! A broom and/or mop will be onsite. Damages that occurred while in use by the responsible contact person will be the financial responsibility of that person. The above renter is responsible for the conditions of the onsite restrooms. The restrooms are used by all park guests and SCPARA is not responsible for status of the restrooms prior to your event. Please expect to address the restrooms prior to your guests arriving.

(SCPARA October 6, 2021)