



FACILITY/SHELTER/FIELD RESERVATION APPLICATION

I. APPLICANT INFORMATION

Applicant Name (must be at least 21 years of age) _____

Name of Organization (if applicable) _____

Address _____ Email Address _____

City _____ State _____ ZIP _____

Home Phone # _____ Work Phone # _____ Drivers License # _____

II. FACILITY/SHELTER/FIELD INFORMATION

Facility/Center/Shelter/Field Requested _____

Specific room(s) requested for requested activity center _____

Date(s) requested: _____

Time: From: _____ am pm (circle one) To: _____ am pm (circle one)

Anticipated attendance _____ Purpose of rental _____

Any reservation requests from normal operating hours or unusual requests such as, but not limited to, fees being charged for the rental, music, DJ's, special beverage requests will require the completion of a Special Permit Application that will have to be approved.

RULES/REGULATIONS

All details must be entered by the person responsible for the rental. All fees/deposits/charges must be paid to confirm a reservation. **NO REFUNDS.** Deposits are forfeited when any deviation from the rules/regulations occurs. Cancellation policies are found in the Facility/Field/Shelter Rental Information and Rules. Signature of this application indicates renter has received, understands, and agrees to these rules.

RESPONSIBILITY RELEASE

In consideration of being allowed use of above named facility/shelter/field, I hereby assume all responsibility for said group. I authorize the Tuscaloosa County Park and Recreation Authority (PARA) to obtain necessary medical care and treatment for the participants for any illness or injury occurring during the rental period, but I understand PARA is not assuming a duty to obtain medical treatment, make medical decisions, or render medical care or treatment to the participants. I understand that PARA has **NO ACCIDENT or MEDICAL PAYMENT INSURANCE COVERAGE** for the participants, and I agree to pay all reasonable medical costs incurred if treatment is obtained. I understand that PARA assumes no responsibility or liability for lost, stolen, or misplaced items. I release PARA and its agents, servants, and employees from all claims, actions, causes of action and rights of recovery or reimbursement of any type that any participant has or may have in the future which arise from or are related in any manner to the facility/shelter/field rental (including but not limited to claims of bodily injury and property or loss), and I assume all risks and hazards incident to such rental and transportation to and from the same. This instrument is signed both individually and on behalf of the participants present at rental.

Applicants Signature

Date

FOR ACTIVITY/COMMUNITY CENTERS ONLY

A. SET UP INFORMATION: free set up for up to 100 individuals

chairs needed: (Adult) _____ (Youth) _____
 # tables needed: (Six foot) _____ (Eight Foot) _____ (Round) _____ (Adjustable) _____

Use to diagram set up

B. Optional Information: Set up fee: 101-150 chairs / \$25 151-300 chairs / \$50 300+ chairs / \$75

Additional Items for Rent (not available at all locations):

____ PA system	\$25	____ Flip chart	\$10/chart
____ TV/VCR	\$25	____ Dry erasable board	\$10
____ Lectern	\$10	____ Brass easel	\$5
____ Overhead Projector	\$15	____ H/C table (Belk only)	\$50
____ Projection screen	\$10	____ Stage	\$100
____ Large coffee (serves up to 50 people) \$30 – includes cups and condiments			
____ Small coffee (serves up to 20 people) \$20 – includes cups and condiments			

**Complimentary ice is available upon request – limited supply

CREDIT CARD Printed name as it appears on card: _____

CC# _____

Expiration Date _____ Card type: **Discover MasterCard VISA**

I agree to pay the credit card charges according to credit card issuer agreements

Signature _____ Date _____ Amount \$ _____

FOR OFFICE USE ONLY

Deposit Fee	\$ _____	Special Permit	____ Yes ____ No
Rental Fee	\$ _____	Deposit Receipt #	_____
Set Up Fee	\$ _____	Reservation Receipt #	_____
Security Fee	\$ _____	RecTrac Reservation #	_____
Extra Hour	\$ _____	Facility Reserved	_____
Additional Items	\$ _____	Date Reserved	_____ Time _____
Total fees paid	\$ _____ (cash/check/credit card)		

Location reservation was made _____ Employee Signature _____ Today's Date _____

All previous editions are obsolete 4/15/09

FACILITY/SHELTER/FIELD RENTAL INFORMATION & RULES

GENERAL GUIDELINES:

1. There is a \$50 deposit required for ALL room rentals and a \$100 deposit required on all gymnasium/multi-purpose banquet hall rentals at PARA's Activity Centers. **DEPOSITS AND/OR RENTAL FEES MAY BE FORFEITED WHEN ANY DEVIATION FROM GUIDELINES OCCURS OR FALSE/INCOMPLETE INFORMATION IS GIVEN REGARDING THE RENTAL.** Violations may also result in other actions taken by PARA. All monies will be receipted and deposited. Deposit amount will be returned within 10 working days, provided that no deviation from guidelines occur. Rental party will assume complete responsibility for damages and accidents occurring in that area during rental period. Rental party is limited to use of their reserved area only.
2. **CANCELLATION POLICY:** A reserved event **must be cancelled in person at a PARA business office** no later than seven (7) business days prior to the scheduled event reservation date. A \$25.00 processing fee will be deducted from the amount paid and any remaining monies will be refunded to the rental party. **Cancellations requested with less than seven (7) business days notice will forfeit all monies.** Shelter rental fees are non-refundable for inclement weather unless the park is officially closed by PARA.
3. Rental party will assume complete responsibility for damages and accidents occurring in that area during rental period. **MAXIMUM CAPACITY** for all indoor facilities and shelters (found in Facility/Shelter/Field Rental Information brochure) have been established for reasons of safety and can not be exceeded. Pool maximums are based on total number expected placed on Reservation Application and Lifeguards are staffed accordingly. Violations of this standard may be cause for an additional fee and/or termination of reservation with expulsion from the facility/shelter/field.
4. This is a community facility. Inappropriate behavior, vandalism, or misuse of equipment will not be tolerated and may result in immediate expulsion from facility. **NO** obscene language, loud music, nor profanity will be tolerated. Noise/music must be kept at acceptable levels
5. All trash and litter must be placed in trash containers before leaving the area. For indoor facilities, floors must be swept and tables cleaned (brooms, mops and trash bags are available for your use).
6. When leaving an indoor facility, all lights must be turned off and all doors closed. Rental parties are strongly encouraged to ask a PARA employee to sign-off the facility deposit checklist for consideration of deposit return.
7. **ALCOHOLIC BEVERAGES, DRUGS, and FIREARMS/WEAPONS** are prohibited in ANY park/facility. **TOBACCO PRODUCTS** are also prohibited in all indoor facilities. Gambling is prohibited in parks/facilities. A special beverage permit may be obtained by request for indoors at activity centers only.
8. PARA is **NOT** responsible for lost or stolen articles on the property. It is strongly recommended that you do not bring valuables into the facilities/shelters/fields. Please return any found articles to the nearest PARA Office.
9. Animals are not permitted in any indoor facilities or ball complexes, with the exception of animals used for disabilities/impairments (example: service dogs). All animals **MUST** be on a leash at all times while in parks or at shelters.
10. All shelters and indoor facilities may be rented up to one year to the date in advance. Reservations may be made during normal office operation hours only.
11. Reservation confirmation should be in possession of the rental party for the duration of the rental period.
12. PARA does not have a crew to unload, load, set-up or take down equipment supplied by the rental party. PARA's staff is on duty to monitor use of the facility and PARA equipment. Renting party/organization will be responsible for providing manpower for set-up etc. of their own equipment.

FIELD RENTALS:

1. All field rentals **MUST** be made in person during the week that they are to be used (Monday - Sunday).
2. Reservations are broken down into two (2) hour time periods to accommodate as many reservations as possible. During peak rental times (April-May-June), rentals are limited to two (2) rentals per week per team. Fields can **NOT** be reserved by telephone!
3. Reservation fees are non-refundable. However, any reservation that is canceled due to inclement weather may be rescheduled by telephone for another date or a credit may be issued. Cancellations due to inclement weather will be made after 3:00 pm daily. If fields at this time are not playable, PARA Office will attempt to contact the individual who has the reservation.
4. No glass containers, animals (exception: service dog), bicycles, skateboards, roller blades, etc. allowed in softball/baseball complexes.
5. Gymnasium Courts limited to 1-hour rentals per team per week during peak rental times to accommodate as many reservations as possible.

SPECIFIC RULES FOR CENTER RENTALS:

Detailed Center Rental Policies & Procedures are available to provide complete information for Center Rentals. A copy will be made available for review prior to final completion of the reservation application. Rental party is responsible for reviewing these rules prior to finalizing the reservation.

Violation of any rules or regulations/failure to give complete/accurate information regarding rentals may result in immediate expulsion from facility/shelter/field.

******PARA Staff will have final authority in all matters.******

RENTAL PARTY IS REQUIRED TO HAVE IN THEIR POSSESSION THE RESERVATION CONFIRMATION PERMIT ALONG WITH THESE FACILITY/SHELTER/FIELD RENTAL INFORMATION & RULES AT THE TIME OF THE RESERVATION!!!

PARA RANGER CAN BE REACHED BY PAGER AT THE FOLLOWING NUMBER 550-6333

All previous editions obsolete 12/17/07