



CENTER RENTAL POLICIES & PROCEDURES

1. Persons wanting to reserve rooms for private, semi-private or public events at one of PARA's Centers should complete a Reservation Application. A Special Permit Application along with the Reservation Application must be completed if rental party plans to charge a fee/admission, advertise to the public, if the reservation is before/after regular center operating hours, is considered a public event, or the size or nature of the event warrants one (e.g.: Dance, Teen Party). A Special Permit requires the approval and signature of the Center Manager and/or the Parks Director before the reservation is confirmed.
2. The reservation is complete when all information is filled out by the applicant, all required signatures are obtained, reservation information is entered into the computer, receipts are issued, the customer is given a copy of the facility / shelter / field rental information and rules, and a copy of the Reservation Confirmation is printed out for the applicant to keep and have at the reservation event.
 - A. For Center Rentals, a copy of the Center Policies and Procedures will be made available for review by the rental party.
 - B. 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.**
 - C. Agreements can not to be signed until ALL information about the event are answered (hours, chaperones, security, etc...) and payment of all fees is made.
 - D. The original Reservation Application is filed with PARA. The rental party is responsible for bringing their Reservation Confirmation and their copy of the facility/shelter/field rental information and rules with them on the day of their rental.
3. Only adults age 21 years and older, with valid proof of photo ID, may reserve a PARA Facility.

HOURS

1. Normal operating hours are set to service the general public and PARA sponsored programs and/or events. Hours are not set to serve rental parties. PARA brochures outline the established rental time schedule. Rental requests for before/after regular center operating hours requires a completion of a Special Permit Application and the rental party will be charged for the additional rental time at the regular rental rate per hour plus an additional payment of \$50.00 per hour.
2. Activities in a rented area must be completed during your rental period and centers normal operating hours. **PLEASE CONSIDER YOUR PREPARATION, DECORATING, AND CLEAN-UP TIME DEMANDS BEFORE YOU CONFIRM YOUR RESERVATION AND INCLUDE THEM IN YOUR NEEDED TIME FRAME (EXAMPLE: BAND AND/OR CATERER SET-UP AND TAKEDOWN TIME).** PARA is unable to accommodate requests to get into the rented spaces before time of reservation. When reservation times extend before or past the contracted rental period time, the rental party will be billed for the additional time.
3. PARAs regularly scheduled activities are not cancelled in order to provide room for rental requests.

SUPERVISION

1. An approved PARA employee is to be present in the building during all reservation periods. His/her duties are related and outlined by PARA to insure that the policies of the department are followed. He/she will not serve as a chaperone.
2. The adult (age 21 or older) who signs the Reservation Application and Special Permit Application assumes personal responsibility for any damages done to the room, building, or premises by persons in their group during the reserved period of time. The renting party is responsible for the conduct of all participants and agrees to maintain order and control over persons in the group and to abide by all policies and procedures outlined by PARA and as directed to do so by the employee on duty.
*****LIABILITY:** Rental party agrees to hold PARA harmless from any and all liability, damages, costs, and expenses in connection with any and all claim, action, or causes of action for injury, death, or property damage arising from or out of use and occupancy of the facility. **PARA RESERVES THE RIGHT TO REQUIRE LIABILITY INSURANCE FOR ANY AND ALL ACTIVITIES.**

3. Chaperones for youth groups (ages 18 and younger) must be approved by the Center Manager prior to signing the Rental Agreement. One approved adult per 15 children / teenagers is required. The names and other pertinent information about the chaperones are to be listed on the Rental Agreement retained by the Center Manager when signed.
4. **SECURITY:** Information on the reservation application form and/or the Special Permit application will be used by PARA to determine the need for security. Size and nature of the event are major factors in determining the need for additional security. Once the decision is made that security will be required, factors such as the number of security personnel and whether they are to be assigned inside and outside (parking lots, patios, etc...) are to be determined. The type of function/event is the primary determining factor in making these decisions. Although numbers in attendance are not the primary determining factor, size of crowd should be considered as the following guidelines are suggested: require one security personnel per each 100 persons attending. Again, factors such as the type of the event and whether both inside and outside security is required must be considered in making final security plans. Security cost will be an additional fee, apart from the reservation rental fee. PARA will make all security arrangements for the event. Rental parties cannot provide or arrange for their own security. PARA uses qualified officers from the City of Tuscaloosa and Tuscaloosa County Sheriff Department.

NOTE: In the case of late rentals at the Belk Activity Center, PARA park rangers will be scheduled to provide additional outside security after 10:00pm for the rental event. This is due to the need for ongoing security within Bowers Park which routinely closes at 10:00pm.

DECORATIONS

1. *Decorating is to be done during the period of time reserved by the rental party. Any exception must be approved by the Center Manager prior to signing and shall be recorded on the Rental Agreement.*
2. **Decorating Plans**, including specific materials, are to be approved by the Center Manager prior to the signing and shall be recorded on the Rental Agreement. All decorations and any materials to affix decorations to walls, ceilings or floors must be approved as part of the rental agreement.
3. Items which have been brought into the building **must be removed** by the rental group during the time reserved.
4. PARA does NOT have a crew to unload, load, set-up or take down the rental party equipment that they provide. PARA staff is on duty to supervise use of the PARA equipment and facility. Renting party/organization will be responsible for providing their own labor for these purposes.

FOOD/CONCESSION

1. Rental parties are allowed to bring food and refreshments for their personal use. **NO FOOD OR BEVERAGES CAN BE SOLD.** **PARA operates all concessions.** If group wishes to arrange for concession sales to be available, details are available from Center Manager.
2. **VENDING & SNACK MACHINES:** Soft drinks and snack machines are available at the vending areas. Food and drinks are restricted to the lobby areas and other designated common areas.

SPECIAL PERMITS

1. In Special Permit situations, a Deposit ONLY is collected, receipted and deposited until the Special Permit Application is approved or denied. A decision on the Special Permit will be communicated within a 10 working day period. If Special Permit Application is denied, deposit amount will be returned within 10 working days. If the party cancels prior to the 10-working day period, a \$25.00 processing fee will be charged.

Any violation of rules and regulations or failure to give complete & accurate information pertaining to the use of any PARA Facility may result in the forfeiture of rental/deposit fees and possible restriction from future use of said facilities.

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