PARK, SHELTER AND FIELD RENTAL INFORMATION & RULES

GENERAL GUIDELINES:

1. There is a $50 deposit required for ALL building rentals and a variable deposit for rentals that require a special permit. 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 occurs. 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 notice of less than seven (7) business days notice will forfeit all monies.
3. Rental party will assume complete responsibility for damages and accidents occurring in that area during rental period. MAXIMUM CAPACITY for all indoor facilities (found in the PARA Information Guide) has 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.
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. Following clean-up, rental parties are strongly encouraged to ask a PARA employee to sign-off on 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 indoor room rentals 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. 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 or 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 at any PARA business office or online.
11. Reservation confirmation/receipt and any Special Permit Reply Forms must be in possession of the rental party for the duration of the rental period.
12. PARA does not provide assistance with unloading, loading, set-up or take down of equipment supplied by the rental party. PARA'S staff is on duty to monitor use of the facility and PARA equipment. Rental party/organization will be responsible for providing manpower for set-up, etc. of their own equipment.

FIELD RENTALS:

1. Fields may be rented up to 7 days in advance—online, or at any PARA business office.
2. Reservations are broken down into two (2) hour time periods to accommodate as many reservations as possible. During peak rental times, 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 2pm daily. If fields 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, rollerblades, skates… etc. are allowed in the baseball/softball complexes.

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

PARA Staff will have final authority in all matters.

RENTAL PARTY IS REQUIRED TO HAVE IN THEIR POSSESSION THE RESERVATION CONFIRMATION PERMIT ALONG WITH THE CENTER RENTAL INFORMATION & RULES AT THE TIME OF THE RESERVATION.

A PARA RANGER MAY BE REACHED BY PAGER AT THE FOLLOWING NUMBER. 205-361-2253 or 205-361-2258