Rules, Regulations & Guidelines for Facility Rentals

Gymnasium:
$300.00 per day ~ cleaning deposit $100.00 (Walking Track NOT available)

Senior Room:
Seats 75 $100.00 per 5 hours ~ cleaning deposit $50.00 (Upstairs includes use of kitchen)

Meeting Room #1:
Seats 50 $75.00 per 5 hours ~ cleaning deposit $50.00 (Downstairs includes use of kitchen)

Community Room:
Seats 25 $50.00 per 5 hours ~ cleaning deposit $50.00 (Downstairs does not include use of kitchen)

Hours of Operation Monday ~ Thursday 8:00 am ~ 9:00 pm
Friday ~ Saturday 8:00 am ~ 5:00 pm
Sunday 1:00 pm ~ 5:00 pm

Dates are reserved on a first come first serve basis. The Recreation Center is closed for all major holidays. Reservations are made when not in conflict with department conducted programs. Reservations cannot be made more than one year in advance.

You must be 21 years of age to rent any facility, and you must provide adult supervision for groups 21 years of age or younger. Rent & deposit must be paid in FULL two weeks prior to your event.

Rental Area is defined as a FOUR WALL AREA, meaning that your guests and its functions are to be confined within the room that is designated on your rental agreement. Please have courtesy for the other renters; we will expect them to do the same for you.

Functions lasting before or after regular operating hours shall result in an additional charge of $10.00 per hour or any portion of an hour.

At least one Parks & Recreation Department Employee shall be on site during the duration of any rental.

Time is counted from the time the doors are opened until the staff member locks the doors after the completion of your function. You will be responsible for furniture set up and tear down. Be sure to allow time for setting up equipment, taking down equipment and time for people to vacate the premises.

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DO NOT use tape, thumb tacks or other objects that may damage the walls, ceilings or windows. Decorations shall be limited to tabletops or must be free standing.

Tables and chairs should be cleaned and folded, then taken down and placed on the carts. The renter is responsible for any damage to the chairs, tables, TV's, VCR's or any other facility owned equipment.

NO rice, birdseed, confetti, glitters, or like material will be permitted inside, outside or on the Parks & Recreation grounds.

Before vacating the rented area, all your debris/trash should be disposed of in the dumpster located outside. Floors should be swept, mopped, or vacuumed. Tabletops, chairs, counters, sinks, refrigerator, microwave's, coffee pots, or any other facility owned equipment should be as neat and clean as when your function started.

Please be advised that if excessive cleaning after an event by a Recreation Center staff is required, the cleaning fees will be charged to the user of the facility. Cleaning fees will be deducted from the cleaning/damage deposit and could result in a pursuit by the City for collection of damages sustained if in excess of the deposit.

Damage to the facility or failure to leave the facility clean and as you found it may also result in the cancellation of any remaining scheduled events or passable future events.

Children under the age of 14 MUST be supervised at ALL times. Please do NOT allow your children to roam the halls, walking track, gymnasium or outside.

All facilities of the Heflin Parks and Recreation Department are for the use and enjoyment of all persons regardless of race, color, national origin, religion or sex.

Suitable conduct will be expected at all events/functions. Anyone displaying unsatisfactory conduct (vulgar/indecent language, as well as obstinate language) can be expelled from an event/function. Further problems can result in expulsion from the Recreation Center.

Use of Tobacco products is prohibited in all areas of the Recreation Center.

Roller blades, skates, skateboards, baby strollers or baseball cleats will NOT be allowed or permitted in the Recreation Center.

Any group and/or individual in violation of any of the Rules and Regulations will subject themselves to the loss of use privileges. Any unlawful act in or at any of our facilities will not be tolerated and will be handled by the proper legal authorities.

The Recreation Center is under the direction and responsibility of the Heflin Parks & Recreation Dept. This gives the Recreation Staff the right and freedom to inspect, view, or check on your function at any time the Staff deems necessary. The Recreation Staff may also, at any time, bring your event/function to a close if they find it necessary for safety reasons (i.e. unruly crowd or behavior, bad weather, emergency, threats, etc.). The Recreation Dept. is a branch of the City of Heflin and may be checked on by the City of Heflin Police Dept. whom also has the right to close your function for safety reasons if they see fit.

For our patron's safety, if the fire alarm is activated, it is mandatory that everyone evacuates the building immediately.
All other City ordinances will be enforced.