

# ROSENWALD COMMUNITY CENTER RENTAL FEES and POLICIES

(April 2005)

APPROVED BY PARK BOARD 4/19/2005

Maximum Capacity of Building = 75

Number of parking spots close to building = approx. 35

Included 5- 6ft. round tables 1- 8ft. round, and 6- 6ft. oblong tables, 75 chairs

Dumpster will be set close to building

No telephone at building

Renter fill out **application** for use of building. Renter must be age 21 or older to sign application and will be responsible for activities in building.

The use of the Building is subject to the approval of the Director of Smyrna Parks and Recreation.

**Permits** will be issued by the Parks Office for use of building.

**Checklist/Rules sheet** given to Renter when permit is issued.

**RESERVATIONS** for the Building can be made up to December 31<sup>st</sup> of next calendar year.

Example: If it's currently 2010, you can make a reservation up to December 31, 2011.

<b>Rental Fees:</b>	8am-2pm	\$50	<b>Please use building ONLY during your allotted hours of rental. You cannot arrive early or stay past your rental hours.</b>
	4pm – 10pm	\$50	
	All Day	\$100	

***NOTE:** Renter should submit completed application, obtain approval of application, and pay rental fee within 14 days of initial date of booking your reservation. If rental fee is not paid within the 14-day period, your reservation date will be released and available for rental by another party. Policy effective Feb. 9, 2010*

**Deposit:** Refundable \$100 (Renter will reimburse cost of replacement for damages and/or extensive clean-up fee if over \$100 Deposit)

**Pickup key to building and pay your deposit the last business day prior to your rental.**

**Cancellation Policy:** 72 hour notice of cancellation of event.

**No Refunds** on cancellations if less than 72 hour notice.

**\$10 processing fee** assessed on refunds.

Types of activities that can utilize building: birthday parties, reunions, weddings/receptions, showers, etc.

No Yard Sales, No Flea Markets, No Consignment Sales

An organization that wants to hold a community event must be a non-profit organization and provide their ID number.

The Town does not rent to churches on a regular basis to hold their services.

No inflatable playgrounds allowed at Building

As of March 2009, leagues will be permitted to use the Rosenwald Building once per month (Monday-Thursday only) at No Charge in order to hold their monthly league meeting. *Outside of these conditions, the league will pay normal rental fees.*

NOTE: TOS employees and School groups pay normal rental fees.

# **RULES and POLICIES for Use of Rosenwald Community Center**

(rules and regulations will be given to renter and posted on-site)

Prohibited: Nails  
Staples on walls  
Tape on walls  
Alcohol  
Smoking

Cannot put anything on walls. A dry-erase/bulletin board/presentation system cabinet will be available for use.

The use of tobacco in any form is not allowed in the building.

Clean facility before leaving.

Secure building before leaving.

Town not responsible for lost or stolen items.

Town not responsible for any items brought into the building.

Return building key to Parks Office by 4pm the next business day. Failure to return key will result in forfeiture of the deposit.

The Renter is liable for any damages to the building, its furnishings, equipment, and grounds during the period of rental. Any damages are the sole responsibility of the Renter and will be reimbursed to the Town at replacement cost.

Smyrna Parks and Recreation reserves the right to cancel reserved uses of Building in cases of special needs or emergencies. A full refund will be remitted.

Any Renter found to be in violation of any rules or regulations for use will forfeit the deposit and right to reserve the facility in the future.

Renter should report any unsafe, undesirable or unusual condition to the Parks Office.

## **CLEAN UP**

Upon leaving the building, the Renter is responsible to see that the following have been completed:

Place all trash in cans provided

Sweep floors. Mop up spills.

Remove all personal items

Turn interior lights off and exterior lights on before leaving

Close and lock all doors.

If the building is not left in the condition in which it was prior to use, the deposit will not be refunded and future use may be denied.

Possibility of another group to use the facility after you leave.

Police Dept. 459-6644

Parks Office (Monday-Friday, 8am-4:30pm) 459-9773

Parks & Recreation (Sunday 2-6pm; Mon-Thur 6am-10pm; Friday 6am-8pm;  
Saturday 8am-6pm) 459-9710

**GUIDELINES for BOOKING COMMUNITY CENTER and/or SHELTER at  
HILLTOP-ROSENWALD**

Shelter-- Maximum 150

Building-- Maximum 75

Cannot book maximum at both spots at same time slot(s)

Shelter: Rent up to 75 only if building is booked at 75.

Shelter can be rented up to 150 if building is not rented.

Building: No rental if shelter is booked over 75

To Rent Both: Request to be decided by Director on case-by-case basis.