

**CITY OF SOUTHMAYD
COMMUNITY CENTER
RENTAL FEE SCHEDULE**

Hours available for rental: 8:00AM – 5:00PM
5:00PM – 10:00PM

Deposit: \$100.00 Refundable (Center must be left in clean condition)

Hourly: \$25.00 (2 Hour Minimum)

4 HR Block: \$90.00

8 HR Block: \$175.00

Weekend rental: Saturday or Sunday up to 10 Hour Maximum: \$300.00

Weekend rental: Saturday or Sunday: 2 Hour Minimum: \$100.00

10% Discount for any Southmayd Citizen Rental

Rental Regulations

1. Facility must be reserved at least 2 weeks in advance.
2. Rental fee and deposit must be paid in full at time of reservation.
3. A cancellation must be made 7 days in advance to receive a full refund of all fees. Any time less than 7 days one half of all fees will be refunded. Cancellation of 24 hours or less will result in forfeiture of all fees.
4. All refunds will be mailed to the address listed on reservation form. Please allow up to 10 business days to receive the refund.
5. Key for the facility may be picked up the day before the rental date any time after 1PM and before 5PM and must be returned to City Hall after the event. After 5PM key may be deposited in drop box at City Hall.
6. The party responsible for booking any event at the facility must be present throughout the entire rental period.
7. Tables and chairs are available for use.
8. No Alcoholic Beverages or Drugs are allowed in the building or on the premises.
9. No Smoking allowed in or around the building. Smoking is allowed in the designated smoking area outside.
10. All trash must be gathered and removed from the building and placed in receptacles outside. Trash bags will be provided.
11. All floors must be swept and any spills cleaned up.
12. Nothing may be removed from the building that does not belong to the renter.
13. Adult chaperones are required for any children/teen parties/dances.
14. Settings on the heater/air conditioner may not be adjusted.
15. When leaving the facility, the fan and all lights must be turned off and all doors locked.
16. The following groups are exempt from a rental fee:
 - a) Southmayd Police Department (Reserves)
 - b) Southmayd Fire Department (Volunteers)
 - c) City Employees
 - d) Southmayd Economic Development Committee
 - e) Southmayd Industrial Development Committee
 - f) Southmayd Planning and Zoning Committee
 - g) Southmayd Parks and Recreation Committee