

**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)

Weekend Hourly (Saturday and Sunday): \$50.00 (2 Hour Minimum)

Special Use Permit for Alcohol: \$50.00

Southmayd Police Officer Security: \$50.00/Hour (4 Hour Minimum)

10% Discount for any Southmayd Citizen Rental

Rental Regulations

I. General Guidelines

- A. Facility must be reserved at least 2 weeks in advance.
- B. Rental fee and deposit must be paid in full at time of reservation.
- C. 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.
- D. All refunds will be mailed to the address listed on reservation form. Please allow up to 10 business days to receive the refund.
- E. 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.
- F. The party responsible for booking any event at the facility must be present throughout the entire rental period.
- G. Tables and chairs are available for use and belong to the City and shall not be removed from the facility.
- H. Settings on the heater/air conditioner may not be adjusted.
- I. Existing signs placed in or out of the building may not be removed and relocated. Any person found in possession of or damaging articles belonging to the City will be subject to proper legal action.
- J. No pyrotechnics, smoke-generating devices, faux smoke-generating devices are allowed.
- K. No fireworks (including sparklers) are allowed on the premises.

- L. Only service animals are permitted inside of the building.
- M. The City is not responsible for lost, damaged, or stolen items during the rental period.
- N. Propane tanks are not allowed inside the facility, including those used for gas grills. (They must remain outside).
- O. The use of marijuana or any other illegal drug is prohibited in the building or on the premises.
- P. No Smoking allowed in or around the building. Smoking is allowed in the designated smoking area outside.
- Q. Nothing may be removed from the building that does not belong to the renter.
- R. Adult chaperones are required for any children/teen parties/dances.
- S. Refrigerator in kitchen is available for use. All food items placed in refrigerator during the event must be removed and refrigerator cleaned before leaving the premises.
- T. All marked exits must be easily accessible and not blocked.

II. Decorations and Setup

- A. All decorations belonging to the renter or Renter's guests/vendors must be removed at the end of the event. No items can be left on-site overnight.
- B. No decorations may be nailed, or permanently affixed to the Center walls, ceilings, windows, or floor. No adhesive material other than tape, no screws, nails, or staples will be allowed to attach any decoration in the building.
- C. No decorations may be attached to fire extinguishers.
- D. Set-up may be done hours before the event or even the day before with special permission from the staff at City Hall.

III. Cleanup Requirements

- A. Renter must make sure that all decorations, food, beverages, rental equipment, and any other items brought in by the renter or renter's guests or vendors are removed from the Center at the end of the event.
- B. Renter will be responsible for making sure the Center is clean before leaving. This includes collecting and disposing of all trash from the facility and placing in trash receptacles outside. Sweeping the floors and cleaning up/mopping any spills, flushing the toilets, cleaning the kitchen if used, and wiping down tables and chairs. Trash can liners are provided by the city as well as a broom and mop. Some cleaning supplies will be provided and can be found under the kitchen sink.
- C. The kitchen sink does not have a disposal and cannot be used for food disposal or waste of any kind.
- D. All lights and fans must be turned off before leaving the facility.
- E. All doors must be closed tightly and locked before leaving. Please be sure to double-check all doors from the outside to ensure they are locked properly and do not allow access into the building before leaving the premises.
- F. Any clean up that must be done by City staff after the event a \$25.00 per hour charge will be deducted from the deposit.

IV. Security

- A. Security is required for all events serving alcohol. Renter must use the City of Southmayd Police Officers as security for the event.
- B. Security will be arranged by the City of Southmayd Police Department with 1 or more officers depending on the number of guests with a minimum of 4 hours while alcohol is being served. **Renter is responsible for payment to the officer/s directly, in the form of cash. Southmayd Police Department currently charges \$50.00 per hour and a minimum of 4 hours.**

V. Alcohol Beverage Requirements

- A. Alcoholic beverages may be served with a special use permit.
- B. No alcohol shall be served or consumed by any individual under the age of 21.
- C. Alcohol is not allowed outside of the building during the event.
- D. Renter is responsible for the actions of all individuals consuming alcohol on the premises, including injuries to persons or any property damage.
- E. Any Renter who will be selling alcohol (i.e., cash bar, tickets, and drinks for fee) is required to provide a license from the TABC. State law requires alcohol sales must be conducted by an entity to do so by the TABC. If Renter is not licensed, then Renter must contract with a licensed party to conduct any alcohol sales. TABC license must be presented to the City at the time reservations are made and must be in plain view near the bar or any location where alcohol is being served during the event.
- F. **Failure to comply, monitor, and enforce these regulations/law will be cause for terminating the event and forfeiting all deposits and fees. Security officers and City Staff have the authority to suspend the serving or selling of alcohol and closing the event.**

VI. Exempt from Rental Fee

- A. Southmayd Police Department (Reserves)
- B. Southmayd Fire Department (Volunteers)
- C. City Employees
- D. Southmayd Community Development Committee
- E. Southmayd Industrial Economic Development Committee
- F. Southmayd Planning and Zoning Committee
- G. Southmayd Parks and Recreation Committee