

Community Building Rules

PROHIBITED:

- Alcohol / Smoking or tobacco products are strictly prohibited
- Nails, staples, stick-on hooks, command strips or tape on walls. Nothing may be hung from the walls, ceilings, doors or windows. The windows can not be covered. Free standing items are recommended such as easels, free standing backdrops, balloon arches, and table top decorations
- Glitter and confetti are strictly prohibited
- The Train Depot and Assembly Hall do not allow open flames, burning candles, chafing dishes with burners, propane tanks as these buildings are historic to the Town of Smyrna. Hilltop Rosenwald may have chafing dishes and candles
- Going into the building before or after your reserved rental time.
- Home Parties, Consignment Sales, Yard Sales, Flea Markets, and events designed to generate sales are not allowed. Weddings, Receptions, and Rehearsal Dinners are not allowed.

REQUIREMENTS:

- Clean the facility before leaving
- Secure building before leaving
- The Town is not responsible for lost or stolen items
- The Town is not responsible for any items brought into the building
- Return the building key to the Parks Office by 4:30 pm the next business day
- Failure to return the 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
- Renter should report any unsafe, undesirable or unusual condition to the Parks Office
- For safety, there are lights that stay on in the building at all times

CLEAN UP:

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

- Return tables and chairs to storage racks or original set-up
- Place all trash in the dumpster behind the building
Assembly Hall's dumpster is located behind the building (the back door automatically locks)
Hilltop Rosenwald's dumpster is located behind the building
Train Depot does not have a dumpster, please bag and tie off all trash and leave inside the building
- Sweep floors and mop up spills. Cleaning supplies are in the storage closet. Wipe off tables/chairs, appliances, and any debris that is left on the floors or walls.

Leaving any trash or crumbs on the floors will result in loss of cleaning deposit

- Remove all personal items
- Turn interior lights off and exterior lights on before leaving, some lights will automatically stay on
- 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
- Failure to disclose all activities and equipment could result in loss of deposit.

CANCELLATION POLICY: NO REFUNDS on cancellations less than a 7 day notice
Please give 7 day notice of cancellation of event. **\$20 processing fee** assessed on refunds

After Hours Maintenance 615-427-9474

Police Dept. 615-459-6644

Parks Office 615-459-9773