

# Clean up

## CLEAN UP

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

Place all trash in cans provided, no dumpster at building

Sweep floors, Mop up spills

Remove all personal items

Turn interior lights off and exterior lights on before leaving

Close and lock all doors.

The building should be returned to 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.

For safety, there are lights that stay on in the building at all times.

**PROHIBITED:** NAILS, STAPLES, COMMAND STRIPS ON WALLS, CEILING, DOORS OR WINDOWS  
ALCOHOL  
SMOKING OR TOBACCO PRODUCTS  
STAKING IN THE GROUND  
GRILL-WITHOUT DIRECTOR APPROVAL  
FLAME OR GAS, STERNOS OR CANDLES  
GLITTER, CONFETTI OR OBJECTS  
CONTAINING THESE ITEMS  
INFLATABLES/BOUNCE HOUSES

Clean and secure facility 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 the next business day.

Failure to return key or clean facility will result in forfeiture of the deposit.

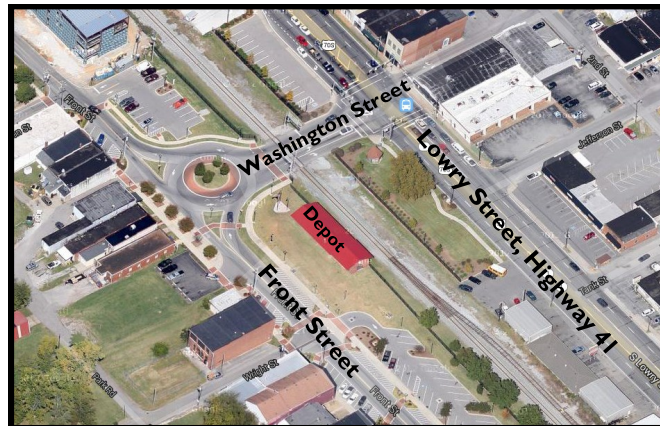
The Renter is liable for any damages to the building, its furnishings, equipment, and grounds during the period of rental. Any damages are the sole responsibility of the Renters and will be reimbursed to the Town at replacement cost.

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.

# Smyrna Depot Map



## Directions

From I24: take exit 66B, Sam Ridley Parkway.  
Take right onto Murfreesboro Road/Highway 41, and  
take right at Washington Street.

Train Depot - Event Sign and Grill Placement

\*Maximum of 5 yard signs, no staking and no signs on sidewalk\*



Smyrna Parks and Recreation Department Office  
100 Sam Ridley Parkway East  
Smyrna, TN 37167

Phone: 615-459-9773  
Fax: 615-459-9727  
[www.townofsmyrna.org](http://www.townofsmyrna.org)

# Smyrna Depot



Smyrna Train Depot  
98 Front Street

Smyrna Parks and Recreation Department Office  
100 Sam Ridley Parkway East  
Smyrna, TN 37167

Phone: 615-459-9773  
Fax: 615-459-9727  
[www.townofsmyrna.org](http://www.townofsmyrna.org)

## Train Depot History



“A combined freight and passenger house, the Smyrna Railroad Depot was erected in 1851, and replaced in 1873.

It was a direct result of the charter granted by the State of Tennessee on December 11, 1845, to the Nashville and Chattanooga Railroad to connect this area with the seaports of Charleston and New Orleans. The depot is the brick, rectangular-shaped structure that lies due west, just across the tracks.”



Have you ever wondered how Smyrna got its name? Well, it is all due to an early resident named Silas Tucker. When the railroad depot was built in 1851, it was constructed on land owned by Mr. Tucker Silas, who was a member of Smyrna Presbyterian Church. He suggested using the name Smyrna for the new town.

## Train Depot Policies

### Types of activities that can utilize the building:

Charity & Political Events  
Family Gatherings  
Reunions  
Baby Showers  
Small Outdoor Concerts  
Speaking Events  
Art Related Events



No Yard Sales, Home Party Sales, or Consignment Sales.

**No events designed to generate personal sales.**

**No Alcohol**

The Town of Smyrna does not rent to churches or others on a regular basis to hold their services.

An organization wanting to hold a community event must be a non-profit organization and provide their ID #

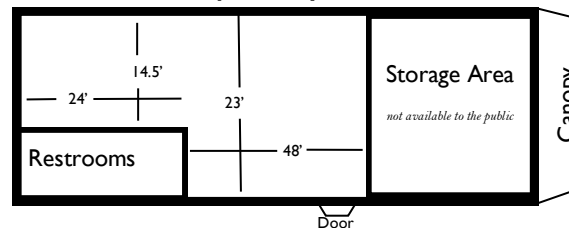
Renters must be age 21 or older.

Renters are required to fill out an application for use of the building online at <https://register.communitypass.net>

Allow 2-3 business days for approval.

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

### Depot Layout



## Train Depot Amenities

### RENTAL FEES:

All Day Rental 9am - 9pm \$200

### Fee Change for 2026:

- Smyrna Residents: \$200.00
- Non-Residents: \$250.00

Half Day Rental 9am - 2pm / 4pm - 9pm \$125  
**Saturday ONLY**

### Fee Change for 2026:

- Smyrna Residents: \$125.00
- Non-Residents: \$150.00

Deposit of \$200 are required for all rentals.

(The renter will reimburse cost of replacement for damages and/or extensive clean-up fee if over \$200)

*All renters are required to stay within their time allotment.*

*Renters are not allowed to go in early or stay later.*

*Renter should submit completed application online at*

*<https://register.communitypass.net>, obtain approval of application, and*

### AMENITIES:

72' x 23' space with concrete floor  
Building fire occupancy capacity is 75 people including outdoor space and canopy  
Restrooms/Drinking Fountain  
ADA Accessible  
Heating and Air  
Benches outside building  
No kitchen facilities  
75 chairs approximately  
8 - 8' tables  
4 electrical plugs by front door, 4ft off ground  
Stage Canopy: 24' x 20' covered outdoor space  
6 electrical boxes - 4 plugs each on a 20 amp circuit  
ADA Accessible  
Permanent seating capacity - approx. 70 people

**P.A. System and Lighting System are not available for private gatherings**