



City of Smithville Recreation Center Rental Guidelines

Reservation Requests

- Reservations for space in the Smithville Recreation Center may be made up to one year in advance, no less than 15 days from requested date and days and times are subjected to availability. Request made less than 15 days in advance may not be filled due to availability of staff.
- The Smithville Recreation Center is recognized as an emergency shelter. All reservations are subject to cancelation or rescheduling by the Smithville Recreation Center if the building is called to open as an emergency shelter, or if emergency operations require use of any part of the building.

Payment, Fees, and Deposit

- The Smithville Recreation Center requires that you pay 1/2 of the total rental fee up front with a signed contract in order to secure a date.
 - This initial fee is **NON-REFUNDABLE**.
- All remaining fees and deposit must be completely paid 15 days prior to the event.
 - Deposits are refundable so long as no damages are done to the building, clean up was done according to the check-off sheet, and all other guidelines were followed correctly.
- Deposits and fees for rentals will be determined by the most recent city council approved fee schedule. Any other fees for facility or equipment rentals not listed on the approved fee schedule shall be determined by the city manager.
- We accept cash, check, VISA, MC, or DISC for rental payments.

Cancellation Policy

Please read through our cancellation policy carefully and ask if you have any questions.

- All cancellation requests must be provided and confirmed with the Smithville Recreation Center Rental Coordinator 15 calendar days prior to scheduled rental. In which case, 1/2 of the rental fee will be kept and all other payments (remaining rental fee and/or deposit payment) will be refunded. Refunds will go back to the card initial payment was made with or a city check will be mailed if payment was made by cash or personal check.
- Renters will forfeit payments made and/or deposits for any no-show rentals or cancellations not made with-in the 15-day window.

Classification of Renters

- **Private:** Events are not open to or advertised to the public. Examples include but not limited to: birthday parties, weddings and receptions, private banquets, and reunions.
- **Non-Profit:** Shall mean any local, state, or federal government, agency, group, or organizations with legal nonprofit status registered with the federal or state government. Nonprofit tax identification card or any other official governmental document shall suffice as proper qualification for this classification.
- **Commercial:** Events held by commercial organizations or individuals for commercial purposes. A general description of rentals that qualify as commercial classification are as follows: do not have non-profit tax identification given by state or federal government, invites the public to event and charges an entrance fee, sells items or services for profit to public, organizers of event receive proceeds from event.



City of Smithville Recreation Center Rental Guidelines

Rental, Security, and Alcohol Policies

- If security or additional permits are required for your rental, the Rental Coordinator will provide you with a form to have signed off with the Chief of Police and/or City Hall. All additional monies due for security or permits will be coordination and managed through those departments.
- Rentals that do not obtain an approved security form will be considered in breach of contract, the rental can be terminated immediately, and your deposit will not be returned.
- Community events must comply with emergency management requirements requested by the Parks and Recreation, Police Chief, and Fire Inspector, a minimum of 90 calendars days before scheduled event. Any of the overseeing entities may require additional supporting services at the renter's expense, such as emergency personnel and equipment, portable toilets to include mobility-impaired portable toilets, etc.
- For community event rentals, a certificate of General Liability insurance of \$1,000,000 showing the City of Smithville as an additional insured is required.
- Any community event rental that alcoholic beverages are to be served or sold must provide a TABC permit and a certificate of Liquor Liability insurance of \$1,000,000 showing the City of Smithville as an additional insured is required.
- Permits for dispensing alcoholic beverages must be obtained by the Texas Alcoholic Beverage Commission (TABC).
- The City of Smithville reserves the right to require security regardless of alcohol.

Clean Up

At the conclusion of your rental, you will be given a clean-up check list specific to the rented space(es). Not following some or all of the clean-up check list may result in part or all of your deposit to be kept. Please review the examples below that you will find on the check list and ask questions before your event if needed.

- Cleaning items and trash bags are provided for your convenience.
- It is the party's responsibility to clean up during and after the event.
- All trash must be bagged and placed in the dumpster in the back parking lot. New liners must be replaced in trashcans.
- Sweep rented space and mop any spills that may occur during the rented time.
- Clean up of the facility must be done the night of your event during your rented hours. Going over your rented hours will result in an extra fee
- If cleaning is hired out, the company/person must be bonded and insured and must stay within the rented time frame.