

## Conference Room(s)

- Monday-Friday rental of a conference room is from 8:00am until closing of normal business hours. **Extra time is not allotted for set up and clean up.**
- Saturday rental of a conference room is from 10:00am-6:00pm. **Extra time is not allotted for set up and clean up.** Extended hours may be given upon request and dependent on staff availability.
- No Sunday rentals are available.
- If your event runs over the reserved times, your deposit will be deducted \$100/hour.
- Rental will include exclusive use of the rented room(s) and times. It does not include use of any other part in the building such as the kitchen or gymnasium.
- Rental of a conference room comes with an allotted number of 8'x2' tables and stacking chairs. This number varies by the size of the room. More may be available upon request as long as it stays within the room capacity limit.
- Alcohol is not permitted in the building without prior approval from the rental coordinator. Alcohol present without proper paperwork will result in forfeiture of your deposit.
- Nothing may be stored on site. All materials must be brought at the beginning of the event time and taken away at the end of each event.
- Event Contact assumes all responsibilities listed in reservation agreement form.
  - No part of the event may be delegated to other groups or individuals that are not listed on the reservation form as responsible parties
- Children must be accompanied and supervised by an adult at all times.
- All fees will be determined by the approved fee schedule and will be paid in full prior to reservation confirmation.
- Decorations must follow guidelines listed:
  - No event materials, including banners, flyers, poster or signs may be nailed, stapled, tacked or driven into any portion of the Center whether inside or out, or affixed to the Center in such a way that causes any changes, alterations, discoloration, staining or need for repairs.
  - In addition, tape and other adhesive materials may not be applied to walls or other surfaces in the Center without prior approval. Outdoor signs and banners must be pre-approved by city staff before installation.
  - All decorative materials must be flame-proof or enclosed in a flame proof container (e.g.: fish bowl, hurricane glass cover). No open flame in the building.
  - Fire exits and exit signs must remain accessible and visible at all times.
  - The following materials are prohibited inside the Center: straw, hay, glitter, confetti, birdseed, rice, sequins, or artificial snow.
  - Balloons cannot be filled with any of the above items.
- No animals are permitted in the building, with the exception of service animals.
- The Smithville Recreation Center is a NON-SMOKING BUILDING.
  - Smokers are required to use the designated outdoor areas and receptacles only. Smoking in the center will result in forfeiture of the deposit, and or assessment of additional fees for cleaning and repairs.
- The Smithville Recreation Center reserves the right to remove anyone from the premises that they deem necessary or terminate a reservation if they feel conditions have become unsafe.