



Springdale Parks & Recreation

Facility Rental Information – Meeting Areas

Reservation Date/Time

General Policies

Only Springdale Community Center members may reserve facility space.** Businesses located in Springdale may reserve the meeting rooms for company meetings. ** Membership requirement will be waived for post-funeral receptions for a resident or immediate family member.

- ◆ **The renter must be present for the entire event.**
- ◆ Full payment must be received to hold the date.
- ◆ If a special set-up is required, please draw a diagram on the back of Facility Reservation Form.
- ◆ Set-up and clean-up must occur during the specified rental time.
- ◆ Events going beyond the specified rental time will be charged \$50 per hour or any part thereof.
- ◆ For-profit events are prohibited.
- ◆ After-hours events must be reserved no less than thirty (30) days in advance.
- ◆ The facility renter assumes responsibility for damages incurred as a result of their guests' actions.
- ◆ Rented areas must be left in the same condition as at the beginning of the rental.
- ◆ Rentals are for only the areas reserved. Guests are not permitted to use any other area of the facility.
- ◆ Staff members may terminate the rental agreement at any time prior to or during the rental if it is determined that the rental violates any facility policy, or if the health or safety of staff or patrons is endangered.
- ◆ Renters are prohibited from moving the room dividers, please request a staff member's assistance.
- ◆ As a courtesy, please cancel reservations 24 hours in advance.
- ◆ Meeting areas may be reserved one calendar year prior to the reservation.
- ◆ Facility availability: Monday – Thursday 7:30am – 9:30pm; Friday 7:30am – 8:00pm; Saturday 10:00am – 4:00pm; Sunday 2:00pm – 8:00pm.

Club Room Policies

- ◆ Weekday Rental Rate - \$40 per room with a five (5) hour maximum. Additional time may be reserved at the same rate of \$40 per room for each additional five (5) hour segment.
- ◆ Weekend Rental Rate - \$50 per room with a six (6) hour maximum.

Springdale Room Policies

- ◆ Rental Rate – Same as Club Room fee.
- ◆ These are *adults only* meeting rooms. Children will not be permitted to attend events in these rooms.

Decorating Guidelines

- No sand or oil in table decorations. No confetti or glitter is permitted.
- ◆ Flames must be enclosed in glass globes.
- ◆ Helium balloons are permitted, however must be weighted.
- ◆ Decorations attached to walls must be attached with a non-residual tape.
- ◆ Rice and birdseed may not be thrown on facility grounds.

More Information

Contact the Springdale Community Center, Monday through Friday from 7:00 a.m. – 3:00 p.m., at 346-3910.



Springdale Parks & Recreation

Facility Rental Information – *Gymnasium After Hours*

Reservation Date/Time

General Policies

- ◆ Only resident members of Springdale Community Center may reserve facility space.
- ◆ **The renter must be present for the entire event.**
- ◆ Full payment must be received to hold the date.
- ◆ If a special set-up is required, please draw a diagram on the back of Facility Reservation Form.
- ◆ For-profit events are prohibited.
- ◆ After-hours events must be reserved no less than thirty (30) days in advance.
- ◆ The facility renter assumes responsibility for damages incurred as a result of their guests' actions.
- ◆ Rentals are for only the areas reserved. Guests are not permitted to use any other area of the facility.
- ◆ The facilities at Springdale Community Center are non-smoking.
- ◆ A seating diagram must be reviewed and agreed upon at the time of the rental agreement.
- ◆ Gymnasium may be reserved one calendar year prior to the reservation.
- ◆ Staff members may terminate the rental agreement at any time prior to or during the rental if it is determined that the rental violates any facility policy, or if the health or safety of staff or patrons is endangered.

Gymnasium Policies

- ◆ Rental Rate - \$450 per event with a four (4) hour maximum.
- ◆ Rental of Gymnasium includes labor, set up, clean up, soft drink server, and supervisor.
- ◆ After hours events may be from 7:00pm – 11:00pm or from 8:00pm – 12:00am on Saturday evening.
- ◆ Setup may only be between the hours of 2:00pm – 4:00pm the day of your event.
- ◆ Event organizer must provide a bartender if alcohol is to be served. The bartender must be over 21.
- ◆ Food must be prepared prior to the event, however may be warmed at the event.
- ◆ The bartender and one (1) person may access the kitchen before, during, and after the event.
- ◆ Bottles are prohibited.

Decorating Guidelines

- ◆ No sand or oil in table decorations.
- ◆ Flames must be enclosed in glass globes.
- ◆ Helium balloons are permitted, however must be weighted.
- ◆ No confetti or glitter is permitted.
- ◆ Bubble machines are prohibited.
- ◆ Decorations may not be attached to the gym divider or hung from ceilings or walls.
- ◆ Rice and birdseed may not be thrown on facility grounds.
- ◆ Decorations and supplies may be delivered to the Springdale Community Center no more than one (1) day prior to your reserved time.

More Information

Contact the Springdale Community Center, Monday through Friday from 7:00 a.m. – 3:00 p.m., at 346-3910.



Springdale Parks & Recreation

Facility Rental Information – *Meeting Areas After-Hours*

Reservation Date/Time

General Policies

Only Community Center members may reserve facility space. ** Membership requirement will be waived for post-funeral receptions for a resident or immediate family member.

- ◆ **The renter must be present for the entire event.**
- ◆ Full payment must be received to hold the date.
- ◆ If a special set-up is required, please draw a diagram on the back of Facility Reservation Form.
- ◆ For-profit events are prohibited.
- ◆ After-hours events must be reserved no less than thirty (30) days in advance.
- ◆ The facility renter assumes responsibility for damages incurred as a result of their guests' actions.
- ◆ Rented areas must be left in the same condition as at the beginning of the rental.
- ◆ Rentals are for only the areas reserved. Guests are not permitted to use any other area of the facility.
- ◆ Smoking is prohibited.
- ◆ Staff members may terminate the rental agreement at any time prior to or during the rental if it is determined that the rental violates any facility policy, or if the health or safety of staff or patrons is endangered.
- ◆ Renters are prohibited from moving the room dividers, please request a staff member's assistance.
- ◆ Set-up and clean-up must occur during the specified rental time.
- ◆ Meeting areas may be reserved beginning one calendar year prior to the reservation.
- ◆ After hours events must begin prior to 8:30pm on Friday and 4:30pm on Saturday. Events (and clean-up) must be concluded by 12:00am.
- ◆ Rental Rate: \$40 per room for up to five (5) hours during normal weekday business hours, \$50 per room for weekend hours (Saturday 10:00am-4:00pm, Sunday 2:00pm-8:00pm), and \$50 per hour or any part thereof for each hour extending after normal business hours.
- ◆ The Springdale Rooms are *adults only* meeting rooms. Children will not be permitted to attend events in these rooms.

Decorating Guidelines

- No sand or oil in table decorations.
- ◆ Flames must be enclosed in glass globes.
- ◆ No confetti or glitter is permitted.
- ◆ Helium balloons are permitted, however must be weighted.
- ◆ Decorations attached to walls must be attached with a non-residual tape.
- ◆ Rice and birdseed may not be thrown on facility grounds.

More Information

Contact the Springdale Community Center, Monday through Friday from 7:00 a.m. – 3:00 p.m., at 346-3910.