

The Springfield Community Building consists of an Auditorium which holds up to 400 people and 4 separate Suites which hold up to 50 people. All rentals are available 7am to 10pm and are rented for the full day. A refundable cleaning/damage deposit is required at the time of reserving the building. This amount will be refunded when the key is returned and the room has been inspected. The deposit refund will be issued to the renter in the form of a check from the City of Springfield. The cleaning/damage deposits and the rental fee must be paid by cash or money order, NO CHECKS ACCEPTED. ALL DEPOSITS AND/OR RESERVATIONS FEES MUST BE PAID AT THE TIME OF RESERVATION; ALL REMAINING FEES MUST BE PAID AT LEAST 3 WEEKS PRIOR TO THE EVENT.

1. Non-Profit Organizations must provide a tax exemption form in order to receive discounted rate.
2. Renter is NOT PERMITTED to charge admission or sell tickets without receiving prior approval from the City Commission.
3. Security will be required for all event when the attendance is expected to exceed 100 unless waived by the City. Security will be provided by the Springfield Police Department at the cost of \$30.00 an hour per officer, with a 4-hour minimum. One officer will be required for every 100 guests. A 30-day notice is required to provide Security and is subject to availability. The renter is responsible for paying the security fee in cash when the reservation fee is paid. If security is not required or requested, ** a portion of the cleaning/damage deposit may be forfeited if Springfield Police Department has to respond to any incident associated with the Renter's use of the Community Building.
4. The person that agrees to take responsibility for everything must provide their name, address, telephone number and a state issued I.D.
5. Renter access to the building begins at 7am and the building must be vacated by 10pm. With permission from the Springfield Representative, renters may enter building after 7pm on day prior to renter date to decorate; provided the building is vacant.
6. Upon occupying the building, Renter will immediately report any problems with the cleanliness or condition of the building by calling the emergency contact number posted. The renter shall not remove, damage, or allow damage to any City property located on the premises; you will lose your deposit and could be charged to have any damage fixed.
7. No alcoholic beverages on the premises. No smoking inside the building.
8. Tables and chairs located in the hall closet for no additional charge.
9. **There is a sound system and microphone for a \$30 charge.** It is set up and ready to use. The ONLY adjustments allowed are the on/off volume controls. If using a different sound system, it should be set up independent of the City's sound system.
10. The Renter shall NOT USE GLITTER, CONFETTI, DRIVE ANY NAILS, TACKS, PINS, OTHER SHARP OBJECTS OR USE ADHESIVES on the walls, doors, windows, or any other part of the premises.
11. CLEANING- All garbage must be removed from the building; kitchen and appliances must be left clean; floors and carpet must be swept/mopped/vacuumed, and bathrooms left clean by 10pm on the day of the event. Failure to do so will cause the damage/cleaning deposit to be forfeited. Cleaning supplies are provided at no additional charge by the City and are stored in the closet for Renter use.
12. Loud or excessive noise is NOT PERMITTED.
13. Renter is responsible for locking doors upon leaving the building and Renter must remove all personal items. The City of Springfield is not responsible for personal items left in building.
14. The City of Springfield shall not be held responsible and/or liable for any occurrence that may arise due to any Act of Nature or other Act that is beyond the City's control. If the person(s) responsible for renting the Building chooses to remain at the Springfield Community building during a situation that is beyond control of the City, the rental fee will not be refunded.
15. The Renter shall compensate the City of Springfield, its officers, agents, and employees against any and all loss, injury, damage or liability that may be suffered or caused by any occurrence associated with the use of the facility by the Renter.
16. The Renter that has signed, acknowledges receipt of a copy of the Springfield Community Building Rental Rules and Regulations and agrees to the terms and conditions set forth herein.
17. The Renter must return the key(s) to Community Center/ Drop Box by 10am on the following business day. There will be \$75 deducted from the deposit on the first day not returned and \$25 each day thereafter up until 5 business days then there will be a re-key fee charged.

Community Center

Rental Application



City Mayor

Ralph Hammond

City Commissioners

Carl Curti

Phillip Dykes

Jack Kennington

Topeka Humphries

**Contact: Kristin Hammock
Tel: (850)872-7570 Ex: 102**

