

**City of New Smyrna Beach**  
**“Alonzo” Babe James Community Center**  
**Rates, Rules & Regulations**

SINGLE FEES		HOURLY FEES	
SECURITY DEPOSIT	\$100	Multi-Purpose Room	\$30/hour
ALCOHOL FEE	\$100	Library or Conference Room	\$10/hour
TABLES & CHAIRS (Set Up or Take Down)	\$100	Multi-Purpose & Kitchen	\$40/hour

- The “Alonzo” Babe James Community Center is available for rent on a first come basis. All fees must be paid a minimum of 5 business days prior to rental date.
- All rentals are price listed above plus sales tax of 6.5%.
- No rentals will be allowed less than 2 weeks prior to your rental date.
- The conference room and library may only be rented during normal business hours when children are not present.
- All rentals for the multi-purpose room are a minimum of two hours.
- The “Alonzo” Babe James Community Center may only be rented once per quarter per calendar year by an individual and/or organization, with the exception of city business, recreation programs, Chisholm Alumni, Westside Retirees and community meetings open to the public.
- The “Alonzo” Babe James Community Center is not available for rent on the following holidays: Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, Thanksgiving Day Weekend, Christmas Eve, Christmas Day, New Year’s Eve and New Year’s Day.
- The “Alonzo” Babe James Community Center will only be open for the reserved paid time, as stated in the hours of use on the rental facility use form.
- Set-up and take down of tables and chairs is the responsibility of the renter. The building is to be left in the condition it was provided, with all chairs and tables properly stored. Our staff can set-up and/or take down the tables and chairs for the above listed fee.
- The City will provide a building caretaker for your rental period.
- All cleanup is the responsibility of the renter, to include removal of trash, food, beverages and property not belonging to the City. Mops, brooms, etc. will be provided to you for use during your cleanup and must be left on the property. Any items left on the property belonging to the renter or the renter’s guests will be disposed of in a timely manner.
- Reservation for a rental can only be secured with proper paperwork and deposit payment.
- Cancellation Policy: You will forfeit your deposit if you do not cancel at least seven days prior to your rental date.
- The security deposit will be returned once a full inspection of the building is made. This can take up to 5 weeks for a check to come in the mail.
- The City reserves the right to terminate this contract and cancel the activity at any time that the actions of the user endangers the health, welfare and safety of the participants or when the actions are detrimental to the Babe James Community Center. In such cases, no refunds will be made.

- No decorations are permitted on the walls, ceiling, or ceiling fans.
- Arrangements for any additional deliveries must be made in advance of your rental. Any additional delivery items for a rental will be at the renter’s risk.
- Only the rooms for which payment has been received will be available to the renter. Each area of the building is subject to fees. Any of these areas not paid for will be locked during rental hours.
- Kitchen facility must be left cleaner than when you arrived. If the kitchen is not cleaned to the satisfaction of the city, you will forfeit your kitchen deposit and you will jeopardize your privilege of renting any city facility in the future.
- An alcohol fee of \$100.00 will be paid for any and all alcohol used in the building during the rental period. Payment of the fee does not provide the renter with a license to sell alcohol. If you are having a “cash bar” your caterer/bartender must have a state issued liquor license. If the fee is not paid, alcohol will not be permitted on the property.
- The renter of the facility accepts all responsibility for the conduct of the attendees of their event. The City may require police supervision at the user’s expense when in the judgement of the Leisure Services Director, police supervision is required.
- The sale or purchase of items by the renter during their rented time requires approval from the Leisure Services Director.
- Any and all physical damage done to the Babe James Center during its use will be repaired or replaced in full at the expense of the user. Any equipment owned and maintained by the City of New Smyrna Beach that is lost, stolen, destroyed or otherwise damaged will be replaced at the full expense of the renter. Expenses will be taken out of the security deposit. If the expenses exceed the security deposit, the renter will be billed. This must be paid in full before the renter is allowed to rent from the City of New Smyrna Beach again.
- The “Alonzo” Babe James Community Center is a smoke free facility. Smoking is permitted outside the gates only.
- The City of New Smyrna Beach Leisure Services Department staff and their representatives will not be held liable for accidents or personal injury that may occur during the use of the facility.
- The City of New Smyrna Beach Leisure Services staff and their representatives will not be held liable for the lost, stolen, destroyed or damaged equipment and/or property owned or maintained by the user.

**I have read, accept and understand the above rates, rules and regulations as a renter of the Alonzo “Babe” James Community Center. I have received a signed copy of these rules and regulations and understand my responsibilities.**

\_\_\_\_\_  
**Renter (sign & print)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**City of New Smyrna Beach Leisure Services Dept.**

\_\_\_\_\_  
**Date**