



SPRING CITY MUNICIPAL CORPORATION

45 S. 100 E. City Hall/Community Center

150 E. Center St. Activity Center

P.O. Box 189

FACILITY/ROOM RESERVATION FORM

Today's Date: _____

Date of Event: _____

Event's Start Time: _____ AM/PM

Event's End Time: _____ AM/PM

*****NO ALCOHOL, DRUGS, OR SMOKING ALLOWED ON ANY CITY PREMISES*****

***** Stoves in the kitchens are for warming pre-prepared food not cooking *****

Check which Facility/Room/Ground you are requesting:

CITY HALL/COMMUNITY CENTER	ACTIVITY CENTER	GROUPS
<input type="checkbox"/> Council Room	<input type="checkbox"/> Gym	<input type="checkbox"/> Pavilion
<input type="checkbox"/> Ball Room with Kitchen	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Fire Pit
<input type="checkbox"/>	<input type="checkbox"/> Senior Room	<input type="checkbox"/> Baseball Field
		<input type="checkbox"/> Grounds
		<input type="checkbox"/> Overnight Camping

Contact Name(s): _____

Phone Number: _____

Email Address: _____

Mailing Address: _____

City, ST, Zip Code: _____

Description of Event: _____

Special Requests: _____

For Administration Use Only

Rental Amount: \$ _____

Deposit Amount: \$ _____

☐ Cash

Date Funds Received: _____

☐ Check # _____

Signature: _____

☐ Credit Card

Updated 11/2025

RESERVATION

Reservations are not guaranteed until a deposit is received by the City. Events that are cancelled within two (2) weeks of the scheduled event may result in a diminished deposit return.

DEPOSIT

A deposit is due prior to the event. DEPOSIT AND PAYMENTS MUST BE MADE WITHIN TWO WEEKS OF RESERVATION. Deposits will be applied to cover any cleaning or repairs needed.

After the event, if all conditions on the application and Renter's Cleanup List have been met as well as no damages to the facility, your deposit will be available for pickup on the next business day.

RESIDENT

Per the Spring City Municipal Code 10-1-3: A resident is anyone who owns or rents a home in Spring City and resides full time.

FEE SCHEDULE

Full Day more than 6 Hours

Half Day less than 6 Hours

Includes setup and cleanup time

An additional \$50.00 will be assessed to set up the night before an event.

Weekly Rates: Receive one free day (5 days for the price of 4 days)

City Hall/Community Center

	Spring City Resident		Non-Resident		Deposit
	<u>Half Day</u>	<u>Full Day</u>	<u>Half Day</u>	<u>Full Day</u>	
Ballroom with Kitchen	225.00	375.00	275.00	425.00	500.00
Commercial Event for Profit	300.00	450.00	350.00	475.00	500.00
Hourly Rates during 9 AM to 5 PM	\$50.00 per hour IF no setup is needed		75.00 per hour IF no setup is needed		

Activity Center/Grounds

	Spring City Resident		Non-Resident		Deposit
	<u>Half Day</u>	<u>Full Day</u>	<u>Half Day</u>	<u>Full Day</u>	
Gymnasium	90.00	135.00	150.00	225.00	300.00
Gymnasium & Kitchen	105.00	160.00	180.00	270.00	300.00
Gymnasium & Grounds	115.00	175.00	200.00	300.00	300.00
Grounds Only	25.00	40.00	50.00	75.00	
Pavilion	5.00	10.00	10.00	20.00	
Senior Room	15.00	25.00	25.00	50.00	300.00
Kitchen	15.00	25.00	30.00	45.00	300.00
Ball Field	5.00	10.00	10.00	20.00	
Fire Pit	5.00	10.00	10.00	20.00	

Hourly Rates for Senior Room during 9AM to 5 PM

10.00 per hour IF
no setup is needed

20.00 per hour IF
no setup is needed

Overnight Camping

25.00 per day

35.00 per day

Signed: _____

Date: _____



SPRING CITY MUNICIPAL CORPORATION

45 S. 100 E. City Hall/Community Center

150 E. Center St. Activity Center

P.O. Box 189

FACILITY/ROOM CLEANUP CHECK LIST

Date of Use: _____

*****NO ALCOHOL, DRUGS, OR SMOKING ALLOWED ON ANY CITY PREMISES*****

***** Stoves in the kitchens are for warming pre-prepared food not cooking *****

Check which facility you have rented:

CITY HALL/COMMUNITY CENTER	ACTIVITY CENTER	GROUPS
<input type="checkbox"/> Council Room	<input type="checkbox"/> Gym	<input type="checkbox"/> Pavilion
<input type="checkbox"/> Ball Room with Kitchen	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Fire Pit
<input type="checkbox"/>	<input type="checkbox"/> Senior Room	<input type="checkbox"/> Baseball Field
		<input type="checkbox"/> Grounds
		<input type="checkbox"/> Overnight Camping

At the conclusion of your event using the facilities please check off all appropriate items below.

Your cleaning deposit will be returned if all items pass inspection by the Building Coordinator. IF any items require cleaning or repairs, your deposit will be used for janitorial services and/or repairs and any remainder returned to you. This form must be returned by the next business day following use of facility. This form can be placed in the nigh drop at the City Hall/Community Center.

***** Cleanup checklist for the City Hall/Community Center and the Activity Center *****

- ☐ **In the event of inclement weather, you are responsible for ensuring sidewalks are free of ice and snow.**
- ☐ Clean and wipe off tables; return tables and chairs to the position in which you found them.
- ☐ Remove decorations *(do not use staples or nails anywhere.)
- ☐ Wipe off the stove and make sure it is **turned off (if using the kitchen.)**
- ☐ Check restrooms for trash on the floor, flush toilets, and remove garbage.
- ☐ Sweep and/or vacuum floors and spot mop spills.
- ☐ Dispose of all trash in large receptable bin located outside – east and behind the Activity Center.
- ☐ **Turn the thermostat down to 55 degrees.**
- ☐ Turn off all lights including restroom lights.
- ☐ Ensure all doors (north, south, east, & west doors) are locked and shut.
- ☐ All items are checked off and in satisfactory condition.

After all items are checked off check with the Buildings Coordinator to make sure it is clean, and check with the city office for the return of your deposit.

Print Name: _____

Signature of Renter: _____

Date: _____

Signature of Building Coordinator: _____

Date: _____

Comments: _____

***** Cleanup checklist for the City Grounds *****

- ☐ **In the event of inclement weather, you are responsible for ensuring sidewalks are free of ice and snow.**
- ☐ Pick up and place all trash in receptables located outside – east and behind the Activity Center.
- ☐ If using fire pit, make sure charcoal is out before leaving (do not place hot coals in trash cans.)
- ☐ If using pavilion, ensure all tables are placed back in there original place.
- ☐ Check restrooms for trash on the floor, flush toilets, and remove garbage.
- ☐ Turn off restroom lights.
- ☐ All items are checked off and in satisfactory condition.

After all items are checked off check with the Buildings Coordinator to make sure it is clean, and check with the city office for the return of your deposit.

Print Name: _____

Signature of Renter: _____

Date: _____

Signature of Building Coordinator: _____

Date: _____

Comments: _____

*****NO ALCOHOL, DRUGS, OR SMOKING ALLOWED ON ANY CITY PREMISES*****

Pickleball Play Fee Schedule

Friday through Sunday hourly gym rental rates: \$25.00 per hour for city residents and \$31.25 for non-city residents.

An employee will let players in and out and will be paid hourly.

Hourly time can be scheduled the Monday before the Friday, Saturday, or Sunday being scheduled.

Tuesday League and Thursday League:

Team League Play: 7:00 am to 12:00 pm. 12 weeks tournament 1 week championship.

Per person on a team: city residents are \$75.00 and non-city residents are \$90.00.

The person that facilitates the league will have free team play for that league. A key will be picked up the afternoon before and turned in the day of.

Monday and Wednesday

Play Pass from 9:00 to 12:00 pm. For city residents a monthly pass is \$48.00, a weekly pass is \$14.00, and a daily pass is \$8. For non-city residents a monthly pass is \$56.00, a weekly pass is \$16.00, and a daily pass is \$9.00.