

Clean up

CLEAN UP

Upon leaving the building, the Renter is responsible to see that the following have been completed:

- Clean all tables and chairs
- Return tables to original set-up
- Place all trash in dumpster behind building
- Sweep floors, Mop up spills
- Remove all personal items
- Turn interior lights off and exterior lights on before leaving
- Close and lock all doors.
- If the building is not left in the condition in which it was prior to use, the deposit will not be refunded and future use may be denied.
- Possibility of another group to use the facility after you leave.

For safety, there are lights that stay on in the building at all times

PROHIBITED: BOUNCE HOUSES, HANGING ANYTHING ON THE WALLS OR CEILINGS
ALCOHOL
SMOKING OR TOBACCO PRODUCTS
OPEN FLAMES SUCH AS BURNING CANDLES
CHAFING DISHES WITH BURNERS
INTERUPTING TRAFFIC FLOW

Clean facility before leaving.

Secure building before leaving.

Town not responsible for lost or stolen items.

Town not responsible for any items brought into the building.

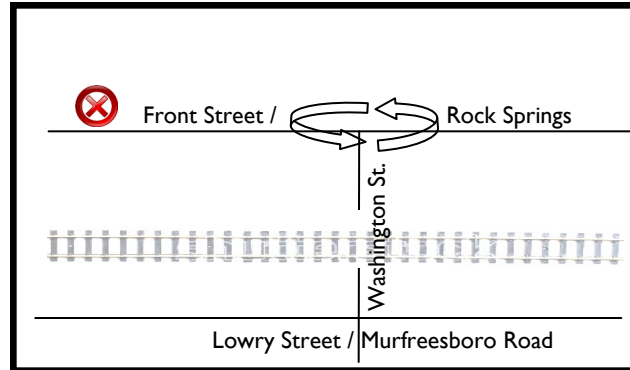
Return building key to Parks Office by 4pm the next business day. Failure to return key will result in forfeiture of the deposit.

The Renter is liable for any damages to the building, its furnishings, equipment, and grounds during the period of rental. Any damages are the sole responsibility of the Renters and will be reimbursed to the Town at replacement cost.

Smyrna Parks and Recreation reserves the right to cancel reserved uses of Building in cases of special needs or emergencies. A full refund will be remitted.

Any Renter found to be in violation of any rules or regulations for use will forfeit the deposit and right to reserve the facility in the future.

Assembly Hall Directions/Map



Directions: From I24, take exit 66B, Sam Ridley Parkway West. Approximately .5 miles, take a right onto Mason Tucker Drive. Turn left onto Rock Springs Road. Rock Springs Road becomes Front Street, pass through roundabout. Assembly Hall is on the right.

Smyrna Parks and Recreation
100 Sam Ridley Parkway East
Smyrna, TN 37167

Phone: 615-459-9773
Fax: 615-459-9727
www.townofsmyrna.org

Assembly Hall



Smyrna Assembly Hall
110 Front Street

Smyrna Parks and Recreation
100 Sam Ridley Parkway East
Smyrna, TN 37167

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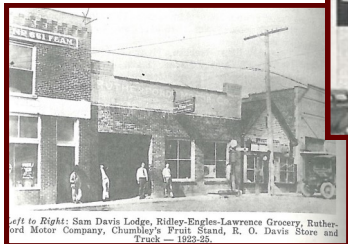
Assembly Hall History

Assembly Hall, built between 1910 and 1915, is a two story brick building that has served many purposes in Smyrna for over a century. The building located at 110 South Front Street has operated as a funeral home, grocery store, Sam Davis Lodge, City Hall, Courthouse, and church building.

Assembly Hall served as meeting site for the Sam Davis Lodge in the 1920's. "By early 1941 the United States Air Force authorities were planning the Smyrna Air Base. It was evident that Smyrna was in for a boom. To cope with this new demand for city services and fire protection, the town fathers purchased and present city hall and fire station from Walter King for \$2,850.00." (Smyrna The Church The Town by Walter King Hoover, 1968).

After Smyrna City Hall moved to Lowry Street, the building was leased to various groups, churches, and businesses until it was again used by the city as the Smyrna Court House in the 1980's and 90's.

Once again, renovated and renewed, the Town of Smyrna will now be using Assembly Hall as a meeting and an event space for town citizens to enjoy in the Smyrna Depot District.



Assembly Hall Policies

TYPES OF ACTIVITIES THAT CAN UTILIZE THE BUILDING:

Birthday Parties
Reunions
Weddings/Receptions
Showers
Family gatherings
Street Fairs
Charity and Political Events

No Yard Sales, Flea Markets, or Consignment Sales
No home party sales or events designed to generate sales

The Town of Smyrna does not rent to churches or others on a regular basis to hold their services.

Renters must be age 21 or older.

Renters are required to fill out an application for use of the building online at <https://register.communitypass.net>

The use of the building is subject to approval of the Director of Smyrna Parks and Recreation.

Allow 2 -3 business days for approval.



Assembly Hall Amenities

RENTAL FEES:

Half Day Rental	8am - 2pm	\$75
	4pm - 10pm	\$75
All Day Rental	8am - 10pm	\$150

All renters are required to stay within their time allotment.

Renters are not allowed to go in early or stay later.

Rentals are made online at

<https://register.communitypass.net>. If rental fee is not paid within the 14-day period, your reservation date will be released and available for rental by another party.

Deposit of \$100 is required for all rentals at the time keys are picked up.

(The renter will reimburse cost of replacement for damages and/or extensive clean-up fee if over \$100)

AMENITIES:

MAXIMUM CAPACITY = 100 PEOPLE

Main Room is 68' Long x 20' wide, tiled floor

8 - 8' tables

Approximately 75 chairs

Restrooms and drinking fountain

There is no kitchenette

11 outlets on 5 separate circuits

(do not overload circuits)

Heating and Air

Although there are only a few parking spaces in front of the building, there is a parking lot across the street.

There is no telephone or internet service at the building.

