

**DALLAS CIVIC BUILDING**  
**PERMITTED USE**

DATE: \_\_\_\_\_

NAME OF APPLICANT OR ORGANIZATION: \_\_\_\_\_  
THE APPLICANT MUST LIVE INSIDE THE TOWN OF DALLAS OR THE ORGANIZATION IS LOCATED INSIDE THE TOWN OF DALLAS.

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

DRIVER'S LICENSE OR SOCIAL SECURITY NUMBER: \_\_\_\_\_

DATE REQUESTED: \_\_\_\_\_ TIME: FROM \_\_\_\_\_ TO \_\_\_\_\_

PURPOSE: \_\_\_\_\_

RESIDENT STATUS: \_\_\_\_\_ ASSESSED FEE: \_\_\_\_\_

*see fee schedule*

**RULES:**

1. THE HOURS IN WHICH THE CIVIC BUILDING CAN BE USED ARE **8:00 AM TO 11:00 PM.**
2. **NO FUNDRAISING ACTIVITIES** WILL BE PERMITTED ON THE PREMISES.
3. **NO ALCOHOLIC BEVERAGES** WILL BE ALLOWED ON THE PREMISES OF THE CIVIC BUILDING OR ADJOINING PUBLIC PROPERTY.
4. USE OF BUILDING RESERVED FOR THE CITIZENS OF DALLAS AS A CONVENIENCE.
5. THE POLICE DEPARTMENT SHALL UNLOCK THE BUILDING. (see 7a.)
6. NO DANCING OR ANY KIND OF ACTIVITY OTHER THAN NORMAL USE. (**This is to protect the floor**)
7. **THE APPLICANT SHALL BE RESPONSIBLE FOR:**
  - a. Coming to the Police Department to notify the dispatcher to unlock the building and to notify the dispatcher you have locked the building. (Locking will be verified by the Police.)
  - b. Turning the heat or air conditioning to the designated setting (see card above thermostat for settings) just before you lock the building.
  - c. Any damage to the building or its contents or loss of property belonging to the Town.
  - d. Cleanliness of building. Provide extra strength garbage bags with ties. Garbage bags shall be placed outside next to the sidewalk next to the street. Also see that sinks, lavatories, and commodes are left clean.
  - e. Any excessive noise to disturb the neighborhood. (If this happens, you will have to vacate the building if noise is not reduced.)
  - f. Reporting any burned out lights, leaky faucets, etc.
  - g. **NO tape, nails, or staples on any surface of building.** (Surface means: walls, ceiling, floor, or lattice)
8. A NON-REFUNDABLE FEE IS REQUIRED TO USE THE BUILDING. REFER TO THE CURRENT FEE SCHEDULE FOR IN-TOWN AND OUT OF TOWN RESIDENTS.

**ANY VIOLATION OF THE RULES WILL PROHIBIT THE APPLICANT OR ORGANIZATION  
USING THE BUILDING FROM OBTAINING THE BUILDING IN THE FUTURE.**

I, the above applicant, have read and understand the above rules.

\_\_\_\_\_  
APPLICANT'S OR ORGANIZATION'S REPRESENTATIVE SIGNATURE

**TOWN USE ONLY:**

Use of Building Authorized By: \_\_\_\_\_ Date: \_\_\_\_\_

Building Opened by Officer: \_\_\_\_\_ Time: \_\_\_\_\_

Building Secured by Officer: \_\_\_\_\_ Time: \_\_\_\_\_