



210 North Holland Street  
Dallas, NC 28034  
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# TOWN OF DALLAS

## CIVIC BUILDING RENTAL AGREEMENT

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

**Applicant Name/Organization:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

*Street*

*City*

*State*

*Zip Code*

**Date Requested:** \_\_\_\_\_ **Time:** \_\_\_\_\_

### RENTAL RATES

- In-Town Resident**      **\$200.00/day**       **Out-of-Town Resident**      **\$300.00/day**
- +Refundable Deposit**      **\$100.00**      **+Refundable Deposit**      **\$100.00**

*Proof of residency may be required. Deposit and Rental Fee paid together up front.*

### RULES AND REGULATIONS

All renters must read, understand, and agree to the following rules and regulations before signing the rental agreement. These rules are in place to ensure the safety and enjoyment of all parties involved and to maintain the integrity of the Civic Building.

**1. Adherence to Scheduled Times:**

Renters must adhere to the scheduled start and end times for their event. The Civic Building is available for use from 8:00 AM to 11:00 PM. All activities, including cleanup, must be completed within the approved rental period.

**2. Alcohol, Smoking, and Prohibited Activities:**

The Civic Building is a smoke-free facility. Tobacco use (includes smoking, smokeless tobacco, e-cigarettes and vapes); consumption of alcohol or drugs; and gambling are not permitted on Town property, inside or outside of the facility.

**3. Noise Restrictions:**

Renters must keep noise levels at a reasonable volume, particularly during evening hours, and must comply with the Town of Dallas Noise Ordinance at all times.

**4. Decorations and Alterations:**

No permanent alterations or damage should be made to the facility. **Tape, nails, staples, or similar fasteners are not permitted on any surface**, including walls, ceilings, or floors. **Smoke bombs, glitter, confetti, or similar materials are strictly prohibited.** All decorations must be approved in advance and must be removed immediately following the event without leaving residue or damage.

**5. Capacity Limits:**

The renter is responsible for ensuring attendance does not exceed the maximum occupancy established by the Town of Dallas in accordance with safety regulations.

**6. Cleaning and Trash Removal:**

Renters are responsible for cleaning the facility and removing all trash after use. All trash must be bagged and placed in the designated outdoor trash containers. Sinks and toilets must be left clean. A cleaning fee may be assessed if the facility is not properly cleaned. Please report any maintenance issues, such as burned-out lights or leaking faucets.

**7. Parking:**

Parking is permitted only in designated public parking areas at Cloninger Park and along W. Church Street. Parking is **not permitted** in the Police Department or Rescue Squad parking lots, or along S. Oakland Street, where it may obstruct traffic or emergency vehicles, unless clearly marked as public or handicapped-accessible parking.

**8. Building Access:**

Renters will use the **last four (4) digits of the phone number provided on the rental application** as the access code to unlock the Civic Building. If the entry lock is not functioning properly or the access code does not work, renters must use the **call box at the Police Department** to request entry into the Civic Building.

**9. Cancellation Policy:**

Cancellations must be made at least **10 days prior** to the scheduled event to receive a full refund of the rental fee. Security deposits are refundable following a satisfactory post-event inspection.

**10. Deposits:**

The security deposit will be refunded unless the Town determines that damage occurred to the building, grounds, equipment, or appliances; cleaning was inadequate; decorations or equipment were not fully removed; the renter failed to vacate the facility on time; or any rule within these regulations was violated. Deposit refunds are processed by the Finance Department at Town Hall and mailed to the address on file within **2–3 weeks**. Recreation staff do not issue refunds.

By signing below, the renter acknowledges and agrees to comply with all rules and regulations. The renter accepts responsibility for any damage to the Civic Building or Town-owned property and agrees to reimburse the Town of Dallas accordingly. Violations may result in forfeiture of the security deposit and disqualification from future facility rentals.

The Town of Dallas assumes **NO** responsibility for injury, loss, or damage to persons or personal property occurring on Civic Building premises.

**I, the undersigned applicant, acknowledge that I have read, understand, and agree to the rules and regulations stated above.**

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**Signature of Renter** **Date**

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**Town of Dallas Representative** **Date**

**RENTER:** \_\_\_\_\_

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

## Civic Building Cleaning Checklist

➤ **Broom, dustpan and mop are located in the back closet.**

- Remove all personal belongings and event items.
- Decorations removed and discarded.
- Empty trash cans and replace liners (including restrooms). Place trash in outside trash containers. All trash must be bagged.
- Clean sink and remove all food/debris.
- Empty refrigerator, remove all food and beverages (if used).
- Clean stovetop (if used).
- Sweep floors.
- Wipe down all tables, chairs, counters, and appliances.
- Tables and Chairs returned to designated storage area.
- Clean up/wipe down restrooms and sink area. Flush all toilets.
- Mop floors for any spills or any sticky residue.
- Turn off lights and electronics, ensure the stovetop is turned off.
- Ensure HVAC/thermostat is returned to proper setting (see card above thermostat for settings).
- Please check all doors to ensure they are closed and properly locked.

Any damage to the building or grounds, damage to equipment or appliances, failure to adequately clean up food, beverages, trash, incomplete removal of decorations, equipment, failure to vacate after the event's scheduled conclusion, or any other reasons specified in the Rules and Regulations will result in a forfeiture of your deposit.

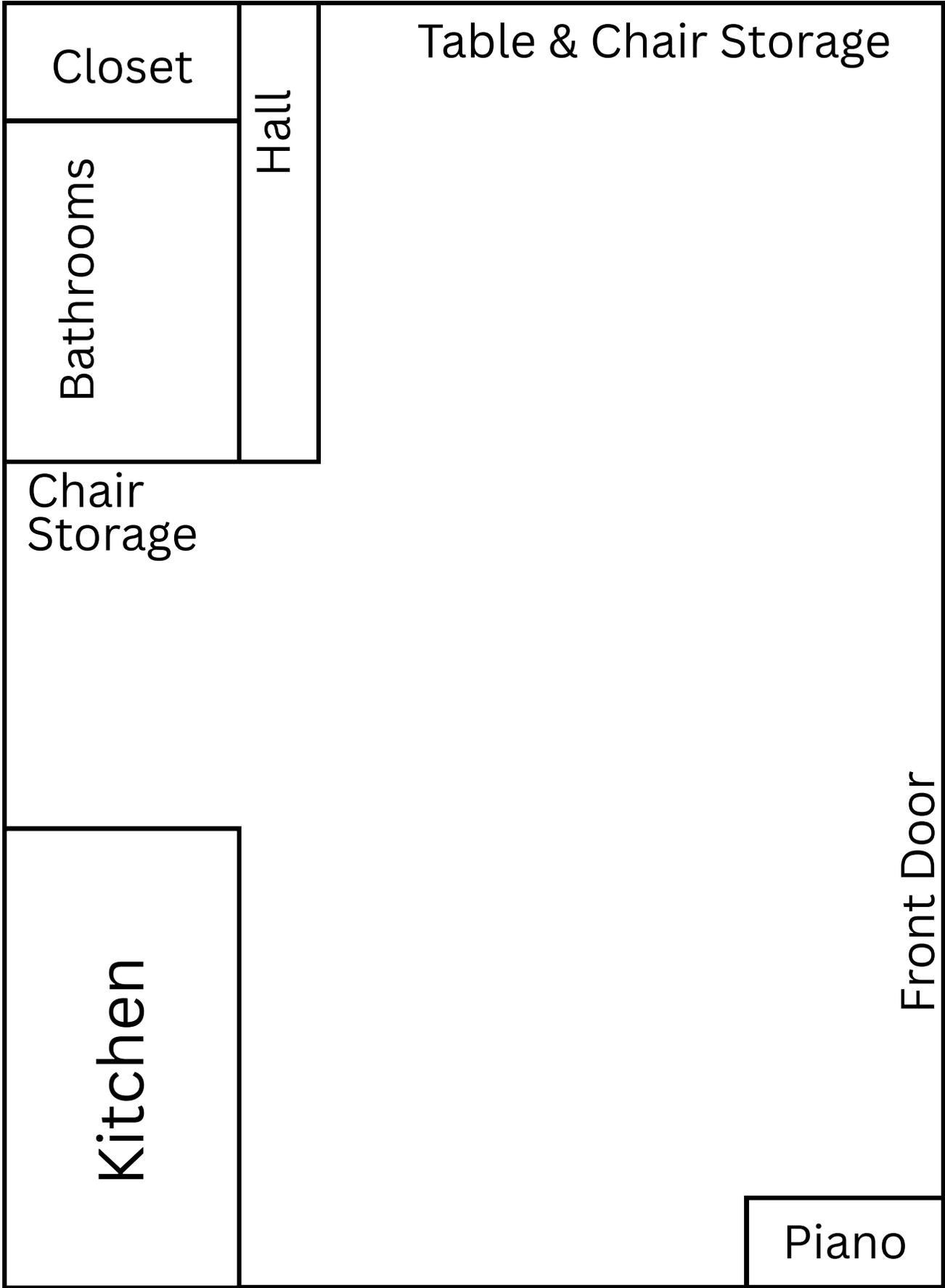
### TOWN STAFF

Confirm that the required cleaning was completed by the renter. If cleaning was not completed, please note the issues below and prepare the Civic Building for the next renter.

**OFFICE USE ONLY**

DEPOSIT REIMBURSEMENT: \_\_\_\_ YES \_\_\_\_ NO

NOTES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**S. Oakland Street**