



210 North Holland Street
Dallas, NC 28034
(704) 922-3176
Fax: (704) 922-4701

Town of Dallas

CIVIC BUILDING RENTAL AGREEMENT

DATE: _____

Applicant Name/Organization: _____

Phone Number: _____

Address: _____

Mailing Address: _____

Street

City

State

Zip Code

Driver's License Or Social Security Number: _____

Date Requested: _____ **Time:** _____

RENTAL RATES

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

☐ In-Town Resident \$200.00/day
+Refundable Deposit \$100.00

☐ Out-of-Town Resident \$300.00/day
+Refundable Deposit \$100.00

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:** The renter must adhere to the scheduled start and end times for their function. The Civic Building is available for use from 8:00 AM to 11:00 PM.
- 2. Alcohol and Smoking Policy:** The Civic Building is a smoke-free facility. Tobacco use (includes smoking, smokeless tobacco, e-cigarettes and vapes); consumption of alcohol or drugs; or gambling are not permitted on Town property, inside or outside of the facility.
- 3. Noise Restrictions:** Renters should keep noise levels to a minimum, especially during evening hours, to avoid disturbing nearby residents. All renters must adhere to the Town of Dallas Noise Ordinance.
- 4. Decorations and Alterations:** No permanent alterations or damage should be made to the facility. NO tape, nails, or staples on any surface of building. (Surface means: walls, ceiling, or floor). Decorations must be approved and removed without leaving any trace.

5. **Capacity Limits:** The renter must ensure that the number of attendees does not exceed the maximum capacity as determined by the Town of Dallas to comply with safety regulations.
6. **Cleaning and Trash Removal:** Renters are responsible for cleaning the facility and removing all trash after use. Please place garbage bags outside in the trash containers. Additionally, ensure that sinks and toilets are left clean. A cleaning fee may be charged if the facility is not left in its original condition. Please report any burned-out lights, leaking faucets, and similar issues.
7. **Parking:** Renters and their guests may park in the designated public parking areas at Cloninger Park and along W. Church Street. **NO** parking is allowed in the Police Department or Rescue Squad parking lot, or along S. Oakland Street that may hinder street traffic or emergency vehicles, unless marked as public or handicapped accessible parking.
8. **Locking and Unlocking:** The Police Department will unlock the building. Please visit the Police Department to inform the dispatcher to unlock the building and to notify them that you have secured it. (The Police will verify the locking.)
9. **Cancellation Policy:** Cancellations must be made at least 10 days in advance to receive a full refund of the rental fee. The security deposit is refundable upon satisfactory inspection of the facility post-event.
10. **Deposits:** The deposit will be refunded unless the Town identifies any damage to the building or grounds, damage to equipment or appliances as well as failure to adequately clean up food, beverages, or trash, incomplete removal of decorations, or 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. Refunds for deposits are sent to the Finance Department at Town Hall, where a check will be processed and mailed to the mailing address within 2-3 weeks. Please note that the Recreation Staff does not handle the issuance of refunds.

By signing below, the renter acknowledges and agrees to comply with all stated rules and regulations. The renter is responsible for any damage to the building or its contents, as well as for any loss of property owned by the Town and agrees to compensate the Town of Dallas accordingly. Any violation of the rules will result in loss of deposit and prohibit the applicant or organization from obtaining the building in the future.

The Town of Dallas accepts **NO** responsibility for damage or loss to any person or property occurring on the Civic Building property.

I, the undersigned applicant, acknowledge that I have read and understood the rules stated above.

Signature of Renter

Date

Town of Dallas Representative

Date

Town Staff 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, or trash, incomplete removal of decorations, or 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.

OFFICE USE ONLY

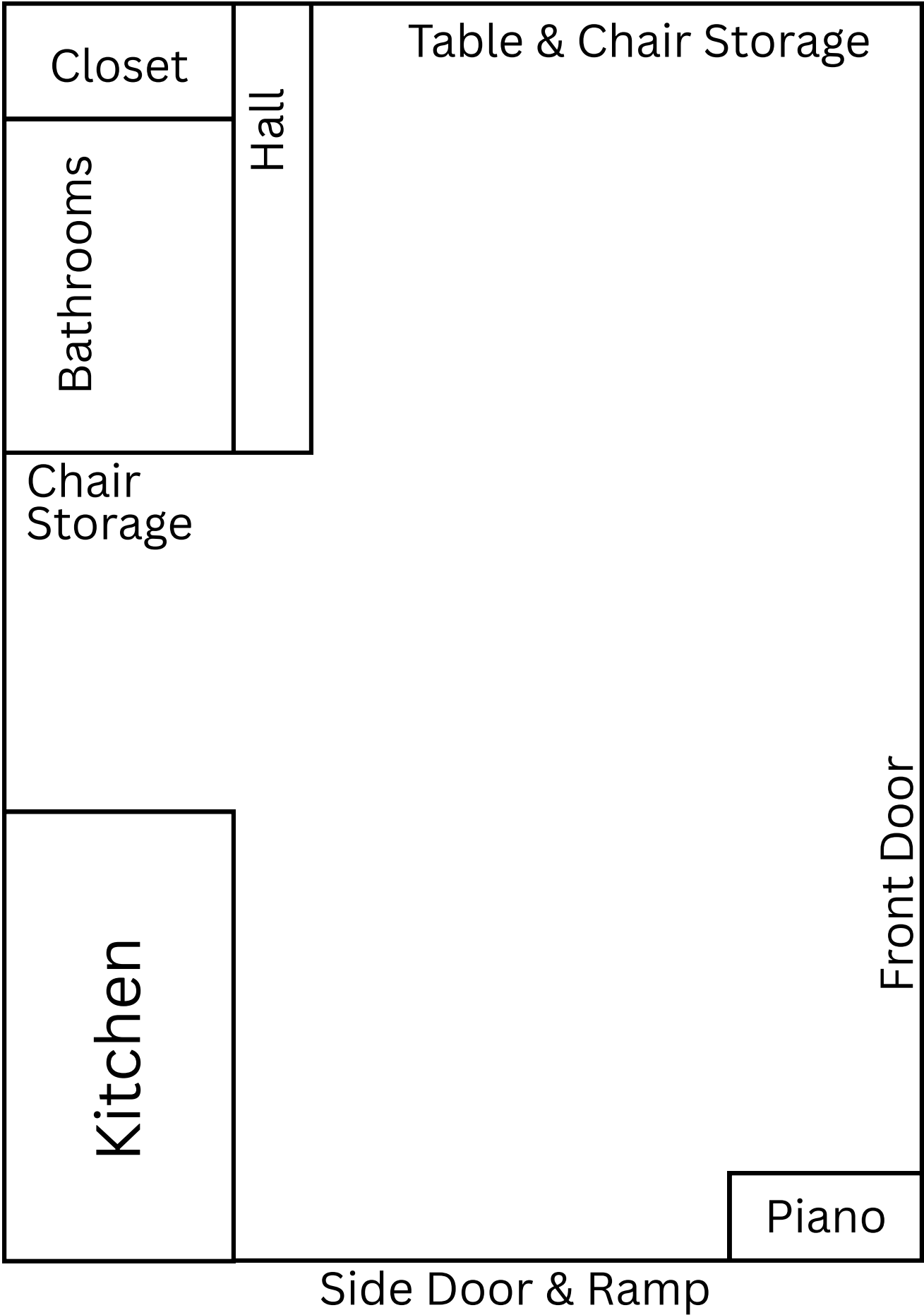
Residence Status: ____ In-town ____ Out-of-Town

Total Amount Paid: _____

Date Paid: _____

Method of Payment: ____ Cash ____ Check ____ Credit/Debit Card

Deposit Reimbursement: ____ Yes ____ No



S. Oakland Street