

Dallas Civic Center

945 SE Jefferson Street, Dallas, Oregon, 97338

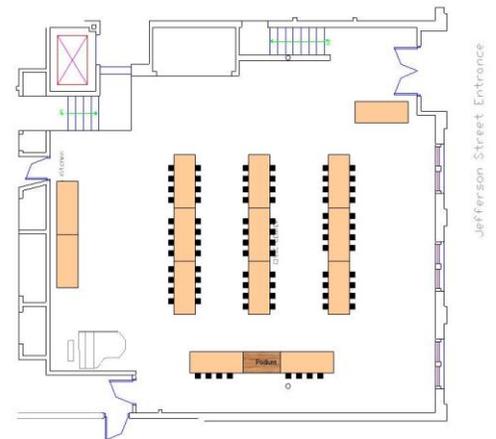


CIVIC CENTER RENTAL

CAPACITY: Seating w/tables and chairs 96
Seating w/chairs only 120
Maximum Room Capacity 280

FEES: Single-use event:
\$60 for 2 hours; \$45 each additional hour
Recurring-use events:
\$15 per use

The City of Dallas strongly supports local business, several of which offer room rentals. Therefore, rental to private groups is prohibited. The Dallas Civic Center is used exclusively for City of Dallas business, civic groups, and 501(c)(3) non-profit groups, during business hours on business days. Resolution No. 3259, Exhibit A.



Civic Center Single-use Request Form/Application

Please Return Application to: City of Dallas, Community Development, 187 SE Court St., Dallas, Oregon 97338
 Phone: 503.831.3562 Fax: 503.623.2339 www.dallasor.gov/civiccenter

Dallas Civic Center - 945 SE Jefferson Street

Single-use Event: \$60 for the first two hours; \$45 each additional hour - \$100 deposit required

The Civic Center is available for use only by the City of Dallas, civic organizations, and nonprofit groups. The Civic Center is available for use only during business hours on business days. Fees and deposits must be submitted along with the application to the Community Development Department on the second floor of Dallas City Hall. Reservation approval must be obtained prior to room usage and all rules for Dallas Civic Center Use (Ordinance 3259) must be followed. Recurring-use events will have priority over single-use events.

Applicant:

Organization Name: _____ Organization Phone Number: _____
 Organization Address: _____ City: _____ State: _____ Zip: _____
 Contact Person Name: _____ Phone Number: _____
 Contact Person Address: _____ City: _____ State: _____ Zip: _____
 Contact Person email: _____ Reason for use: _____

Number of people attending: _____ (Maximum Seating: 96 w/tables & chairs; 120 auditorium)

Date requested: _____

Start time: _____

End time: _____

Will the Kitchen be used Yes No

Will the PA system need to be set-up Yes No

Will the projector need to be set up Yes No

Will the table arrangement be changed Yes No

What equipment, if any, will be brought into the Civic Center and for what purpose: _____

Refundable Deposit*	\$ 100
First 2 hours	\$ 60
Add'l hour(s)	_____ X \$45
Total Add'l hours(s)	\$ _____
Total:	\$ _____

The deposit will not relieve the applicant from liability for the full amount of damage to the Civic Center or damage to or loss of any equipment or supplies. The deposit will be refunded if all of the rules have been complied with and if there is no damage to the Civic Center or damage to or loss of any equipment or supplies. I have read and agree to the terms of the deposit refund policy

The applicant or organization represented by the applicant will be liable to the City for all damage to the Civic Center and all damage to or loss of any equipment or supplies resulting from the use of the Civic Center, and shall defend, indemnify, and hold the City of Dallas and its officers, employees, and agents harmless from and against any and all claims, liabilities, losses, demands, damages or actions, of whatever form or nature, for property damage, bodily injury or death, including attorney fees incurred in defense thereof, arising from or relating in any way to the use of the Civic Center. The City Manager may require a Certificate of Liability Insurance of not less than one million dollars naming the City of Dallas as additionally insured. I have read and agree to the terms of the liability policy

AGREEMENT: I certify that the information given in this application is correct. I further state that I have the authority to make this application, and agree to observe all rules and regulations for use of the Civic Center as adopted in Resolution number 3259, Exhibit A. I will be personally responsible for the repair of damage to equipment or facilities and replacement of lost or stolen equipment or supplies.

APPLICANT'S SIGNATURE _____ DATE: _____

STAFF USE ONLY

Reservation Date: _____ Time: _____ Room Set-up: _____ Staff Initials: _____

Reservation Fee Received Deposit Received Posted on Calendar Room, Equipment, Kitchen left in good order Deposit Refunded _____

RULES FOR USE OF THE DALLAS CIVIC CENTER

In accordance with Dallas City Resolution 3259, Exhibit A

1. **Application:** A civic or nonprofit organization desiring to use the Civic Center must submit the application and receive approval prior to use.
2. **Hours:** The Civic Center is available for use only during business hours on business days. An exception to this provision to allow use on evenings or weekends may be allowed for good reason, subject to any imposed special conditions, fees, or limitations.
3. **Fees:** The fees for single-use events must be paid in advance; the fees for recurring-use events will be billed quarterly.
4. **Deposits/Refunds:** The refundable deposit is \$100 and must be paid prior to use. The deposit for single-use events will be refunded if these rules have been complied with and there is no damage to the Civic Center or damage to or loss of any equipment or supplies. For recurring-use events, the \$100 deposit must be maintained; if a portion or all of the deposit is used to recover costs associated with loss or damage, the user must restore the deposit to the full amount of \$100.
5. **Kitchen Use:** Use of the kitchen and dining facilities and equipment will require prior approval. Please bring disposable paper plates, cups, and flatware. There currently is not a working dishwasher nor dishcloths or dishtowels.
6. **Equipment Use:** Prior approval and instruction is required for use of the projector and public address system. Under no circumstances may any of the equipment, supplies, tables or chairs, or any City property be removed from the facility.
7. **Piano:** The piano is on loan to the people of Dallas for their use and enjoyment. Please do not allow abusive use or set items or beverages on the piano.
8. **Signs/Notices:** Signs or notices may be pinned or stapled to the outside bulletin boards on either side of the Jefferson Street door. A small A-frame sign is allowed next to the sidewalk on Jefferson Street.
9. **Cleaning/Damages:** The facility is public property and there are no janitorial services available. Any staff time associated with cleaning and/or repair of damages will be charged against the deposit.
 - Upon vacating:
 - Remove garbage, spills, and debris from the premises; garbage cans must be emptied and trash placed in the dumpster outside of the building.
 - Tables, chairs, and equipment must be returned to the original location and/or arrangement. Please note that tables need to be picked up to prevent scrapes and scratches to the floor.
 - Remove all decorations, signs, notices, and handouts from the premises.
 - All kitchen items used must be washed and put away; counters and appliances left clean.
 - Restrooms must be left clean and in order.
 - All private property removed from the premises.
10. **Alcohol:** No alcohol is permitted to be served or consumed in the Civic Center.
11. **No Smoking:** No person shall smoke or carry a lighted cigarette, cigar or pipe in the Dallas City Hall or Civic Center and smoking within 10 feet of the external boundaries of the entrances(s) to and exit(s) is prohibited. (Dallas City Ordinance 5.210.)
12. **Fire Policy:** Per Fire Marshall, maximum seating capacity is 133 persons. Open flames are prohibited, except candles safely enclosed in a chimney-type candle holder. All decorations shall be flame-proof or flame-retardant.
13. **Liability:** In all cases, the applicant shall be liable to the City of Dallas for any loss or damage to the facilities, kitchen, restrooms, equipment, furnishings, and appliances resulting from such use of this room and its related facilities. The applicant shall defend, indemnify and hold the City of Dallas and its officers, employees and agents harmless from and against any and all claims, liabilities, losses, demands, damages or actions, of whatever form or nature, for property damage, bodily injury or death, including attorney fees incurred in defense thereof, arising from or relating in any way to the use of the Civic Center. If damage to or loss of any equipment or supplies is in excess of the \$100 deposit, the person or persons making the application is still liable for the full amount of repair or replacement. The City of Dallas will have no liability for any loss of or damage to private property. The City Manager may require an applicant to obtain and maintain during the term of use a policy of general liability insurance in an amount of not less than \$1 million, which shall name the City of Dallas as an additional insured.
14. **Cancellation:** If you need to cancel your room reservation, 24 hours notice is required for credit.

RESOLUTION NO. 3259

A Resolution adopting Civic Center Rules of Use and Fees; and repealing prior conflicting resolutions.

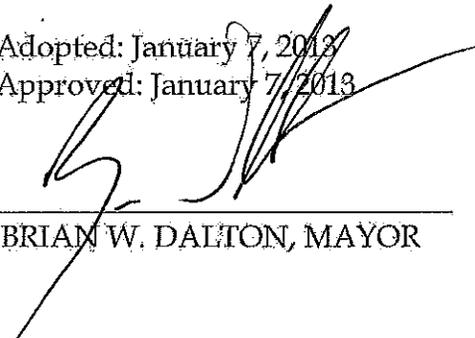
BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:

Section 1. The Dallas Civic Center Rules of Use and the fees set forth therein, attached hereto as Exhibit A, and by reference incorporated herein, are hereby adopted.

Section 2. Resolutions 2026 and 3040 are hereby repealed.

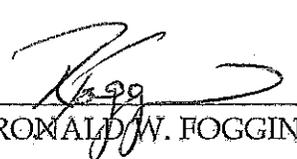
Section 3. This resolution shall be effective upon adoption and approval.

Adopted: January 7, 2013
Approved: January 7, 2013



BRIAN W. DALTON, MAYOR

ATTEST:



RONALD W. FOGGIN, CITY MANAGER

EXHIBIT A

DALLAS CIVIC CENTER

RULES FOR USE

These rules govern the use of the Dallas Civic Center (Civic Center).

1. The City Manager or the City Manager's designee shall be responsible for the management and supervision of the Civic Center, according to the terms and conditions of these Rules for Use.

2. The Civic Center is available for use only by the City of Dallas, civic organizations and nonprofit organizations.

3. Any civic or nonprofit organization desiring to use the Civic Center must submit an application for use, which must address the following:

- (a) The name of the organization.
- (b) The name, address, email address and phone number of the person or persons representing the organization who will assume responsibility for any damage to or loss of equipment, supplies or facilities and for compliance with these Rules.
- (c) The date and time the use is desired. For recurring (i.e., weekly or monthly) use, the letter or application must state the recurring dates on which the organization desires to use the Civic Center. No more than one year of recurring dates may be requested or approved at any one time.
- (d) The type of use to be made of the Civic Center.
- (e) The estimated number of persons to be involved or in attendance.
- (f) Whether or not the kitchen and dining facilities and equipment will be used.
- (g) What equipment, if any, will be brought into the Civic Center and for what purpose.

Such application must be approved by the City Manager before any use of the Civic Center will be permitted.

4. The Civic Center is available for use only during business hours on business days. It will not be available for evening or weekend use; provided, that any events scheduled as of the date of adoption of these rules will be honored. The City Manager may grant an exception to this provision and allow use on evenings or weekends for good reason, subject to any special conditions, fees, or limitations the City Manager may impose.

5. No alcohol is permitted to be served or consumed in the Civic Center.

6. Use of the kitchen and dining facilities and equipment will require prior approval and such facilities and equipment will be left clean and in good order and condition.

7. The fees for use of the Civic Center are as follows:

Single use events: \$60 for two hours, plus \$45 per hour for each additional hour or partial hour over two hours, payable in advance. The City Manager may waive or reduce the fee for good cause. Any waiver shall be in writing.

Recurring use events: \$15 per meeting or event. Fees for recurring use will be billed quarterly.

8. In addition to the fees provided, above, users must pay a deposit for use of the Civic Center as follows:

Single use events: \$100 refundable deposit. The deposit will be refunded if these Rules have been complied with and if there is no damage to the Civic Center or damage to or loss of any equipment or supplies. In the event of a violation of these Rules, or if there is such damage or loss, the deposit may be retained by the City in whole or in part. The deposit will not relieve the person or persons making the application and paying the deposit from liability for the full amount of any damage to the Civic Center or damage to or loss of any equipment or supplies.

Recurring event use: The City Manager may require a \$100 deposit under the terms provided above, which may be held during the term of the recurring use of the Civic Center. If the deposit, or any part of it, is applied to the repair or restoration of any damage to the Civic Center or damage to or loss of any equipment or supplies during the term of the recurring use, the City Manager may require the user to restore the deposit to the full amount of \$100.

9. In the case of a conflict in applications for a particular date and time of use, recurring event users will have priority over single event users. Otherwise,

the applicant filing the first application will be given preference, all other conditions and considerations being equal.

10. The applicant for the use of the Civic Center and any organization represented by the applicant will be liable to the City for all damage to the Civic Center and all damage to or loss of any equipment or supplies resulting from the use of the Civic Center, and shall defend, indemnify and hold the City of Dallas and its officers, employees and agents harmless from and against any and all claims, liabilities, losses, demands, damages or actions, of whatever form or nature, for property damage, bodily injury or death, including attorney fees incurred in defense thereof, arising from or relating in any way to the use of the Civic Center.

11. The City Manager may require an applicant or organization represented by the applicant to obtain and maintain during the term of the use (including the recurring use) of the Civic Center a policy of general liability insurance in an amount of not less than \$1 million, which shall name the City of Dallas as an additional insured. In that event, the applicant or organization shall provide the City with a certificate of insurance, which must provide that the insurance may not be cancelled or amended without at least 10 days' notice to the City.

12. No property of the City of Dallas may be removed from the Civic Center at any time by any user.

13. Persons or groups using the Civic Center will leave the Civic Center in good condition and repair. This includes leaving the premises clean, free from garbage and debris, dishes, silverware and kitchen utensils washed and put away, and all private property removed from the premises, unless the City Manager has agreed to allow private property of a recurring event user to remain at the Civic Center, in which case the City of Dallas will have no liability for any loss of or damage to such private property.