

RESOLUTION NO. 3259

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

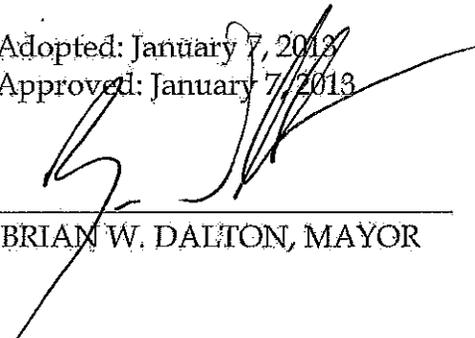
BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF DALLAS:

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 Resolutions 2026 and 3040 are hereby repealed.

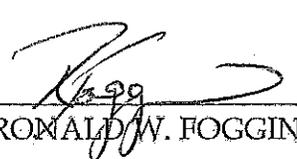
Section 3. This resolution shall be effective upon adoption and approval.

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.