

Civic Center Single-use Request Form/Application

Please Return Application to: City of Dallas, Community Development, 187 SE Court St., Dallas, Oregon 97338 Phone: 503.831.3571 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 WiFi system 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 _____