

Civic Center Recurring-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

Recurring-use Event: \$15 per meeting or event; booked annually in January- \$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. 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 event when scheduled annually.

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: _____ Contact Cell day of event: _____

Meeting/Event:

Recurring Meeting/Event Title: _____

Regular Meeting Schedule and Time: _____

Dates requested for calendar year: _____

Jan: _____ Feb: _____ Mar: _____ Apr: _____

May: _____ Jun: _____ Jul: _____ Aug: _____

Sep: _____ Oct: _____ Nov: _____ Dec: _____

Equipment/Facility Use:

Will the kitchen be used Yes No Will the table arrangement be changed Yes No

Will the PA system be used Yes No Will the Wi Fi system need to be set up Yes No

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

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 \$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. The deposit will be refunded after the Civic Center is no longer being used for the recurring-use event, 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 _____