



LINWOOD-GILLILAND COMMUNITY ROOM RENTAL RESERVATION FORM & POLICIES

This agreement is made and entered into by and between the City of Lake Dallas and the Lessee to enable Lessee use and occupy the Linwood Gilliland Community Room and/or Community Kitchen at Lake Dallas City Hall at 212 Main Street, Lake Dallas, Texas, on the terms and conditions set forth herein. No reservation is confirmed until this form is completed (with payment) and is approved by the City of Lake Dallas. Any questions should be directed to Shannon Fields at 940-497-2226 x132.

PLEASE READ "FACILITIES USE GUIDELINES/AGREEMENT" BEFORE COMPLETING FORM

Name of event if applicable: _____

Description of event: _____

Lessee: _____

Address: _____ Phone: _____

Contact Person: _____ Phone: _____

DL#: _____ # of Chaperones if applicable: _____

Date of Event: _____ Anticipated Attendance: _____

Actual Event Time: From _____ a.m./p.m. to _____ a.m./p.m.

Entrance Time: _____ Exit Time: _____ (for set-up/clean-up needs)

Amenities Requested (check all that apply):
 Community Room only
 Community Room and Kitchen
 Party Lights
 Disc Jockey
 Caterer

Organization/Individual responsible for payment: _____

Lessee Signature: _____ Date: _____

**By signing this form you acknowledge that that you have read and understand the Facilities Use Guidelines (pages 2 - 4) and will abide by all stipulations set forth in this document.*

Date Deposit Paid: _____ Receipt #: _____ Amount: _____

Date Rental Paid: _____ Receipt #: _____ Amount: _____

Date Deposit Returned: _____ Check #: _____ Amount: _____



FACILITIES USE GUIDELINES/AGREEMENT

Please complete the Facility Rental Reservation Forms and return it with the appropriate signature and fee to:

Shannon Fields, Special Events Coordinator
City of Lake Dallas
P.O. Box 368
Lake Dallas, TX 75065

Phone: 940-497-2226 x132
Fax: 940-497-4485
Email: sfields@lakedallas.com

RESERVATION AND PAYMENT POLICIES

1. All arrangements for Community Room use must be made through the City of Lake Dallas at least **two weeks** in advance of the event's scheduled date. Reservations will be taken no more than 3 months in advance and will be taken based on room availability. Phone-in reservations will be held for 48 hours.
2. The scheduling of activities and recreational programs sponsored by the City of Lake Dallas shall always take precedence concerning the facility use.
3. The responsible party must be at least 25 years of age.
4. Payment of the deposit in full must be received within 48 hours for a permanent reservation. The hourly rental fee is due a minimum of **two weeks** in advance of the reservation. Once the request is approved or denied, a copy of the rental form and a statement of charges will be returned to the applicant. The City of Lake Dallas reserves the right to accept or reject any rental requests.
5. After the event, the deposit will be returned to the lessee less the floor-cleaning fee if no policies have been violated.
6. If reservation is cancelled within seven days of the reservation date, deposit will not be refunded. A \$30 administrative fee will be deducted from deposit for all reservation cancellations requested more than one week prior to reservation date. Reservation date may be changed without loss of deposit if the room is available. Refunds will not be given when less time is used than the scheduled rental.
7. If deposit or rental fee is paid by a check with insufficient funds, reservations will be cancelled and a \$30 administrative fee will be charged.
8. The front lobby of City Hall is not part of any room rental. It may only be used with prior written permission. Hallways adjacent to the Community Room and the restrooms are part of the room rental.
9. The renter will not charge an admission fee nor attempt to raise funds without prior authorization by the City of Lake Dallas.

RENTAL POLICIES

1. Set-up and clean-up time shall be included in the rental time.
2. Persons using the facility agree to leave the building in the same or improved condition that existed prior to their usage with the exception of clean floors.
3. The City does not furnish any utensils, plates, cups, serving dishes, tablecloths, or other equipment.
4. Existing party lights are for public use only if there is a professional DJ on site. Decorations may be used on tables only. No tape, tacks, or staples may be used on the walls or ceilings.
5. The throwing of rice, confetti, wheat, birdseed, or similar material is prohibited. Any materials, powders or flaked for use on any floor in the City Hall are prohibited.
6. The City will not be liable for damage, injury or loss to persons or property that may occur during the occupancy of the facility.

7. The renter agrees to comply with all city, state, and federal laws. A rental may be terminated at any time if center policies or procedures are not followed.
8. Renter is responsible for the behavior of all participants. The City of Lake Dallas, through its officers or agents, reserves the right to request participants to leave immediately or terminate a rental when participants act inappropriately (fighting, abusive language, destructive, etc). Inappropriate behavior could also result in loss of deposit.
9. Renter agrees to provide a minimum of 3 adult chaperones, parents or adults, at least 25 years of age, for the first 25 adolescents (under age 18) and one additional chaperone for each 25 additional adolescent guests. Chaperones must be present and remain throughout the entire function. Only adults, at least 25 years of age, will be allowed to make room reservations.
10. The City of Lake Dallas reserves the right to require the applicant, when it is deemed necessary, to provide liability insurance and/or another medium to protect the property.
11. Facility users wishing to use caterers will be required to make their own arrangements and pay for all incurred expenses for these services.
12. **For your safety and protection, the community room and community kitchen are monitored with video cameras.**

RESTRICTIONS

1. Renters must be out of the building by their contract ending time. Renters failing to vacate the building by the end of their rental period will forfeit their deposit.
2. For insurance purposes, the fryer in the community kitchen is not available for public use.
3. For safety reasons, children under 12 are not allowed in the kitchen.
4. **Alcoholic beverages are not allowed on the premises** (Lake Dallas Municipal Code Sec. 14-94).
5. Open flames or lighted candles are not allowed with the exception of birthday candles.
6. **Smoking is not allowed in the building.**

CLEAN-UP

1. All leftover food and beverages should either be removed or placed in garbage containers.
2. All set-up of tables and chairs will be done by the reserving party and must be cleaned and stored properly at the conclusion of the rental. Sitting or standing on tables is not allowed.
3. The renter will be responsible for cleaning: cabinets, counter tops, tables, chairs and any spills. Community kitchen appliances, if used, must be cleaned in accordance with the cleaning instructions for that appliance found in the operating manual.
4. Cleaning supplies such as dish detergent, washcloths, towels, etc. must be provided by the rental group.
5. After the room has been inspected, the deposit will be refunded less the floor-cleaning fee. The deposit will not be returned if the facility is damaged, or rental rules are not followed. Renter is also financially responsible for damages exceeding amount of deposit.
6. Rental groups must remove all personal equipment and supplies at the end of their rental. Unless specific arrangements have been made, all items left behind after an event become property of the City of Lake Dallas.

RENTAL RATES

Deposits:

- Lake Dallas Residents \$300/\$500 with kitchen
- Non-Residents \$500/\$750 with kitchen

Room cleaning fee of \$100 or \$200 with kitchen is deducted from deposit

Rental Rates – Lake Dallas Residents:

- Single Multi-Purpose Room \$30/hour
- Kitchen (in conjunction with Room Rental) \$50/hour

Rental Rates – Non-Residents:

- Single Multi-Purpose Room \$60/hour
- Kitchen (in conjunction with Room Rental) \$80/hour

Rental Rates – Lake Dallas Non-Profit Organizations/Civic:

- Single Multi-Purpose Room \$10/hour, \$50 cleaning fee
- Kitchen (in conjunction with Room Rental) \$20/hour, \$100 cleaning fee
- Deposit is waived

Rental Rates – Conference Day Use:

- Single Multi-Purpose Room \$100/day, \$50 cleaning fee
- Kitchen (in conjunction with Room Rental) \$160/day, \$100 cleaning fee

AVAILABLE UTILITIES AND AMMENITIES:

- Water
- Electricity
- Lights
- 14 eight ft. tables and 200 Chairs
- Kitchen complete with dishwasher, sinks, stove and oven

CAPACITY:

The maximum capacity inside the room is 254 standing persons.

HOURS:

- Sunday – Thursday: 7:00 a.m. – 11:00 p.m.
- Friday – Saturday: 7:00 a.m. – 12:00 a.m.