

**Community Building Rental Agreement**

mayor@cityofdyeerar.com

\_\_\_\_\_  
Name of Renter

\_\_\_\_\_  
Name of Company or Organization

Address of Renter

Phone:  Mobile  Landline

Beginning Date

Beginning Time

Number of expected Attendees

Ending Date

Ending Time

Dyer Resident?  Yes  No

Kitchen  Non-Kitchen

Security Deposit Paid

Deposit Date

Rental Amount Due

Date Rental Paid

Key Issued By

Key Issue Date

Key Returned Date

Deposit Returned?

*I hereby agree to the foregoing terms and conditions for reservation and rental of the Dyer Community Building that are defined on the following page.*

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date

## Community Building Rental Agreement

[mayor@cityofdyeerar.com](mailto:mayor@cityofdyeerar.com)

### Rental Conditions:

- A completed and signed Rental agreement Form is required to reserve and rent the Community Building.
- A valid state-issued photo ID with current address must be presented, and a photocopy of it attached to this form.
- A 'before' and an 'after' photo inspection will be performed with each rental.
- Payment of the fifty (\$50) dollar security deposit must be made to secure a rental reservation. This is non-refundable upon cancellation, failure to return key, or failure to return building in 'like condition'.
- Full payment must be made by the last City business day before event, or it will be considered cancelled, and security deposit will be forfeit. Business hours are M-F 10am-2pm. Drop box may be utilized before the last day so it can be processed in time.

### Event Conditions:

- All activities must comply with all Codes, Statutes, and City Ordinances.
- No open flame within the building, excluding chafing dish fuel cans (Sterno type) for food warming. No candles, etc.
- Exterior doors must not be prevented from shutting during events. (No propping doors open). This is for energy efficiency.
- Do not park outside of designated parking areas. If more parking is needed, please inquire at the time of building reservation.
- Do not use nails, pushpins, tacks, or other damaging fasteners on the walls, floors, or ceiling. If your event requires items to be hung, the city can provide methods to do so at an additional cost.

### Rental Rates:

- a) A Fifty (\$50) dollar security deposit will be required on ALL rentals.
  1. **This deposit is non-refundable upon cancelled events.**
  2. The deposit also applies to Public Events – detailed in f(1) below.
- b) A Seventy-Five-dollar (**\$75**) rate will be charged for City of Dyer residents that will not utilize the kitchen area.
- c) A One-hundred-dollar (**\$100**) rate will be charged for City of Dyer residents that will be utilizing the kitchen area.
- d) A Two hundred and Fifty dollar (**\$200**) rate will be charged for non-residents that will not be utilizing the kitchen area.
- e) A Two hundred Seventy-Five dollar (**\$225**) rate will be charged for non-residents that will be utilizing the kitchen area.
- f) **PUBLIC EVENTS – Will be free of charge (excluding security deposit), however must meet the following conditions.**
  1. Event organizer **MUST** be a resident of the City of Dyer.
  2. Event organizer is still responsible for security deposit described in appendix a(1) above.
  3. Events must be open to the public without exclusions and advertised as such.
  4. Kitchen area available upon request at time of reservation only.

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### **Rental Procedure: (Office Personnel)**

- **Customer must complete this form fully**
- **Make a copy of this form, and give to the customer.**
- **Must present a valid state-issued photo ID – Copy it, and attach to this original form.**
- **Obtain the Security Deposit of \$50**
- **Add event to hanging calendar, booking site, or online shared calendar, where applicable.**
- **Audibly instruct customer that payment must be made in full prior to last business day before event, or the event will be considered as cancelled, and their security deposit forfeit.**
- **Make a copy of any check, or receipt of cash pay, and attach to this form.**
- **File all forms by Month and year in an area accessible to Office personnel and Mayor.**
- **On Fridays, notify Mayor of any rentals over the weekend, along with times, so the door may be unlocked for the customer.**

### **For Security Deposit return: (Office Personnel)**

- **Once Community building has been inspected and approved for return of security deposit;**
- **Send Mayor and Recorder/Treasurer an email requesting a \$50 check be issued to customer for refund of security deposit.**
- **Once check has been created, make a copy of the refund check and attach to the original form.**
- **Mail the refund check to the customer's address listed on the form.**
- **Deposit Returns must be mailed within 7-10 business days of event.**