Community Building Rental Agreement

City of Dyer, Arkansas
PO Box 149
Dyer AR 72935
479-997-8557

mayor@cityofdyerar.com
cityofdyer@gmail.com

Name of Renter

Name of Company or Organization

Address of Renter

Phone: ☐ Mobile ☐ Landline

Beginning Date

Beginning Time

☐ 0-25 ☐ 26-50 ☐ 51-130 (130 is MAX capacity per Fire Chief)
# 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

Code Issued

Issue Date

Deposit Returned? ☐ Yes ☐ No

Returned Date

PLEASE SIGN BELOW!

I hereby agree with the foregoing terms and conditions for reservation and rental of the Dyer Community Building that are defined on the attached page(s).

✕ _____

Signature of Renter

_____

Date

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Rental Conditions:

A. A completed and signed Rental Agreement Form is required to reserve and rent the Community Building.
B. A valid state-issued photo ID with current address must be presented and a photocopy of ID attached to the rental agreement.
C. A 'before' and an 'after' photo inspection will be performed with each rental.
D. Payment of a fifty-dollar ($50.00) security deposit must be made to secure a rental reservation. This is non-refundable upon cancellation or failure to return building in 'like condition'.
E. Full payment must be made by the last City business day before the event, or it will be considered cancelled, and the security deposit will be forfeited. Business hours are 8am – 5pm Monday – Thursday and 8am-12pm on Friday.

Event Conditions:

A. All activities must comply with all Codes, Statutes, and City Ordinances.
B. No open flame within the building, excluding chafing dish fuel cans (Steno type) for food warming. No candles, etc.
C. Exterior doors must not be prevented from shutting during events. (No propping doors open.) This is for energy efficiency.
D. Do not park outside of designated parking areas. If more parking is needed, please inquire at the time of the building reservation.
E. Do not use nails, pushpins, tack, 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-dollar ($50.00) security deposit will be required on ALL rentals.
    1 The deposit is non-refundable upon cancelled events
    2 The deposit also applies to Public Events—detailed below.
B. CITY OF DYER – RESIDENTS w/o Kitchen: $75.00 ($125.00 including deposit)
C. CITY OF DYER – RESIDENTS with Kitchen: $100.00 ($150.00 including deposit)
D. NON-RESIDENT w/o Kitchen: $200.00 ($250.00 including deposit)
E. NON-RESIDENT with Kitchen: $225.00 ($275.00 including deposit)
F. PUBLIC EVENTS will be free of charge (excluding security deposit); however, the event 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 listed above.
    3 Event must be open to the public without exclusions and advertised as such.
    4 Kitchen area is available upon request at time of reservation ONLY.

PLEASE KEEP THIS COPY!