



PARKS & RECREATION DEPARTMENT
POST OFFICE BOX 1065 • DUNN, NORTH CAROLINA 28335
(910) 892-2976 • FAX (910) 892-7001
www.dunn-nc.org/recreation

Thank you for your interest in leasing the Dunn Community Center Building. This packet contains the Dunn Community Center Lease Terms and Conditions of Hire, an Exit Checklist of items to be completed, a Dunn Community Center Lease Application, and the Dunn Community Center Lease Agreement. Please review all of the information carefully before you complete the Dunn Community Center Lease Agreement forms.

Here are a few important things to keep in mind:

- ✓ You must complete the Dunn Community Center Lease Application (page 7), the Dunn Community Center Lease Agreement (pages 8 & 9), and provide a deposit check in the amount of \$300 for us to hold the date you would like to lease the Dunn Community Center Building. Your deposit check will be mailed back to you after your event if there is no damage to the building.
- ✓ If your event is greater than two (2) months away, the deposit check should be post-dated to a date of no more than one (1) month prior the date of your event. The rent payment is due two (2) weeks **-ten business days-** prior to the date of the event. A check **will not** be accepted if the rent payment is made within the last ten business days prior to your event; payment made within the ten business days prior to the event will have to be in the form of cash, or cashier's check.
- ✓ We do not give Dunn Community Center Building keys out to anyone. The building will be unlocked and locked at the times you specify on the Dunn Community Center Application. Be certain that you have designated someone to remain at the building at all times once it has been unlocked.
- ✓ You will need to make a copy for your records of pages 7, 8, & 9 (the Dunn Community Center Lease Application Form and the Lease Agreement Forms)

The Dunn Community Center Lease Terms & Conditions of Hire

- All applications for use of the Dunn Community Center must be made on the Dunn Community Center Building Application Form (page 7). The Dunn Community Center Building Application Form, the Dunn Community Center Building Lease Agreement Forms (pages 8 & 9), a deposit check of \$300, and a self-addressed envelope you'd like your deposit check mailed back to after the event will need to be mailed to us at:
City of Dunn
Dunn Community Center Manager
PO Box 1065, Dunn NC 28335
- You may return this information in person to the **Dunn Parks & Recreation Department at 205 Jackson Road** (inside the Community Center). The Booking Authority reserves the right to refuse any application without stating their reason for doing so and reserves the right to impose special conditions where the nature of the application in their opinion so demands.
- If the authority deemed to be the *lessor* accepts the application the Organization and the Contact Person whose name appears on the Dunn Community Center Building Lease Agreement Form shall be deemed to be the *lessee* and shall be jointly and severally liable and responsible for all charges and payments and for compliance with these regulations and conditions. Additionally, the deposit will be kept to cover all loss or damages.
- **A deposit in the amount of \$300 must accompany the application and lease agreement. Please make this a check, as this will be returned to you after the event as long as everything is in order and no damage has been done to the building. If the application is accepted the rental fee of \$400 must be received at least ten (10) business days prior to the event or the rent must be paid in Cash, Money order, or cashier's check only.**
- **Checks** must be made payable to the **City of Dunn.**
- If the Lessee cancels the event, the deposit will not be refunded, unless the event is canceled in writing at least three weeks prior to the event date. The city will use the postmark date.
- Litter must not be left in or around the premises or the lessor will keep a portion of the deposit to cover the cost of clean-up.
- The city shall not discriminate against users based on race, gender, color, creed, religion, national origin or political affiliation, nor shall it lease to those who do.
- The Community Center shall not be used for any unlawful or offensive purposes and all users must abide by local, state and federal laws.
- **No alcoholic beverages allowed on premises.**
- **No loud music allowed.**
- **No flammable decorations are to be installed without first securing the approval of the community center director. The use of tape or the driving of nails, tacks, or other metal articles into the walls or otherwise defacing the property is prohibited.**
- The City will set up the center based on the attached layout (page 4). Any changes to the layout will be the responsibility of the lessee. All tables and chairs must be returned to their original position before leaving.

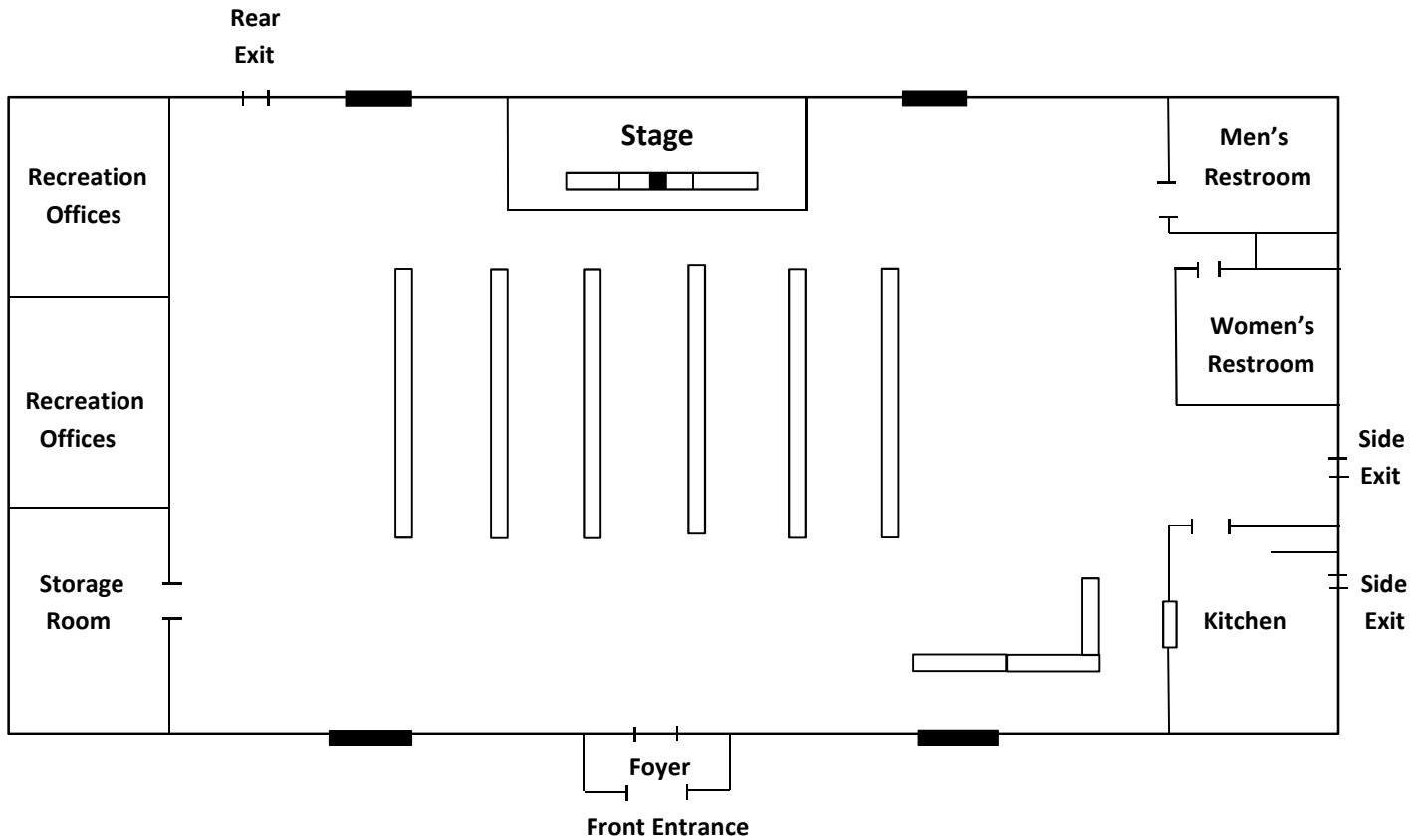
Lease Terms & Conditions of Hire Continued

- Any city-owned equipment or other property destroyed, stolen or abused while the Dunn Community Center Building is leased to a user shall be replaced and/or repaired by the user.
- Any privately-owned equipment shall be brought in, set up and then taken out by the user at the conclusion of the lease period and shall not be left over or stored on the premises.
- Appliances used must be cleaned prior to the deposit being refunded.
- Use of the Dunn Community Center Building shall be restricted to the lessee and their invited guests. The Lessee shall not sublease or assign use of the premises.
- Hours of operation are weekdays and Sunday from 8 a.m. until 10 p.m. and weekends from 8 a.m. until 11 p.m.
- Someone will come and unlock the center and lock it back at the times that you specify. Someone will need to remain in the center at all times while it is unlocked. No key will be given for any reason.

The Dunn Community Center has 8' tables, folding chairs – 165 parking spaces – 8' x 32' stage – tabletop podium– sound system with cd player – four microphones with stands – full catering kitchen with stove, refrigerator, upright freezer and an ice machine.

Chris Monk – Person who will open and close center
Work: 910-892-2976
Cell: 919-820-3457

Dunn Community Center Building Basic Setup

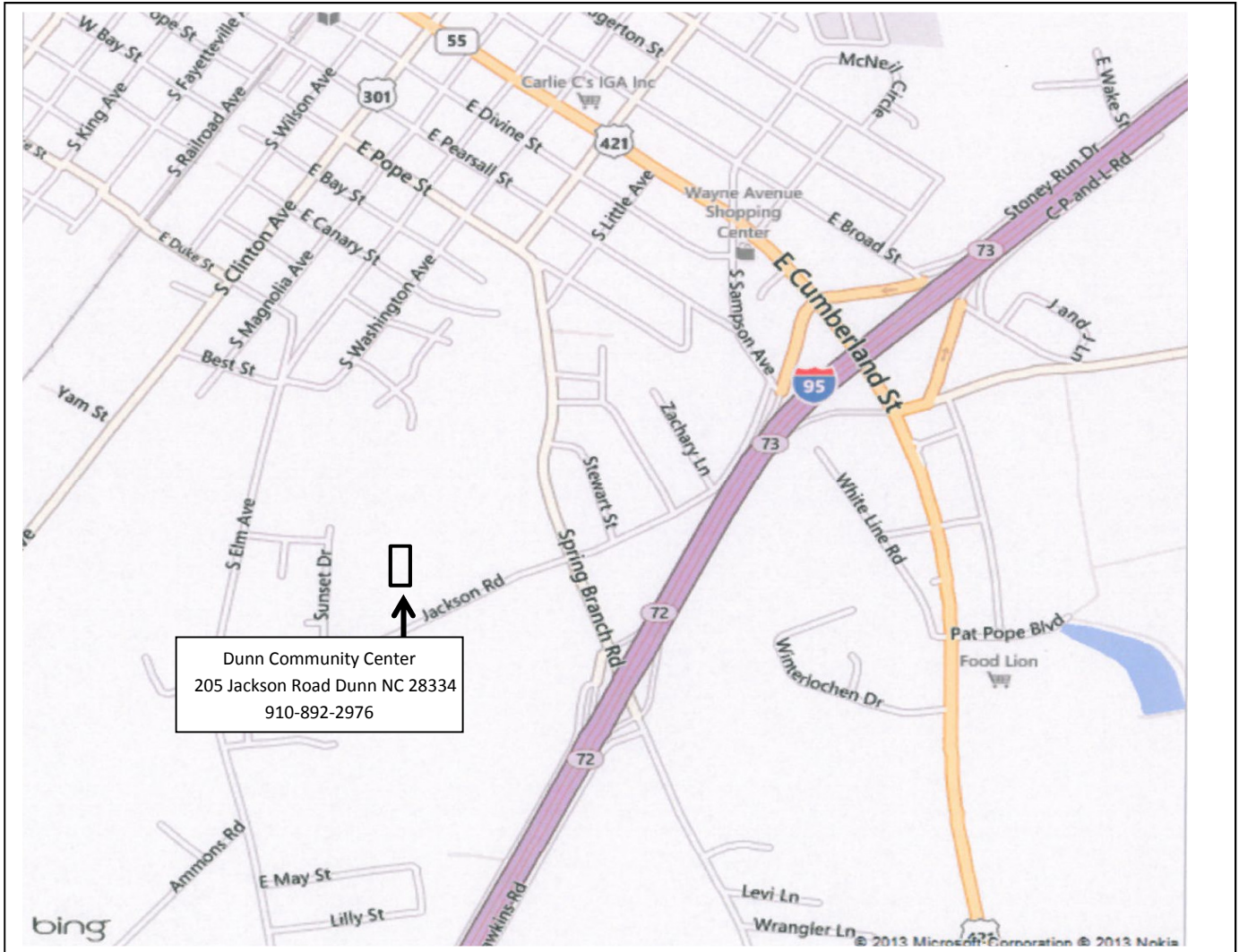


LEGEND

	Doorways
■	Windows
—□—	Serving Window
□■□	Table with Podium
□	Tables

We have
25 Tables and 200 Chairs

Map To The Dunn Community Center Building



Directions

From I-95 North

Take Exit 72. Turn left onto Spring Branch Road. Take first street on the left which is Jackson Road. Community Center will be on the right.

From I-95 South

Take Exit 72. Turn right onto Spring Branch Road. Take first left which is Jackson Road. Community Center will be on the right.

From Hwy 421 (coming from Erwin or Lillington)

Turn Right onto Clinton Avenue (US 301). Turn left onto Pope Road. Turn Right onto Jackson Road. Community Center will be on the right.

Exit Check List

1. Make sure stovetop and burner pans are clean. Use oven cleaner that is under the sink.
(DO NOT USE STEEL WOOL OR ANY OTHER TYPE SCRUBER THAT MAY SCRATCH THE STOVE TOP)
 - ✓ Remove burners and drip pans
 - ✓ Spray cleaner around burner holes.
 - ✓ Let sit for a few minutes to soften spills, then wipe clean.
 - ✓ Replace drip pans and burners.
2. Wipe out any spills in oven (do not use oven cleaner)
3. Wipe off all counter tops.
4. Clean out sinks.
5. Clean off any spills from cabinet doors.
6. Sweep kitchen floor and mop if needed.
7. Empty all trash cans.
8. Clean out bathrooms – wipe off toilet seats, clean out sinks, and wipe off counter top.
9. Sweep dining room floor and bathrooms. Mop up any spills.

CLEANING ITEMS ARE LOCATED IN THE CABINET UNDER THE SINK

***** YOUR DEPOSIT CHECK MAY BE HELD IF THESE THINGS
ARE NOT DONE *****



**Dunn Community Center
Post Office Box 1065
Dunn, NC 28335**

(910) 892-2976 Fax (910) 892-7001

(Application For Use)

Date of Application: _____

Date of Event: _____

Name of Event _____

Contact Person _____

Address (Street and PO Box) _____

City: _____ State _____ Zip _____

Day Phone _____ Evening Phone _____

Fax _____ Email _____

Description of Function

Access Time: _____ (Time We Will Unlock The Facility)

Clear Time: _____ (Time We Will Lock The Facility)

(someone will unlock and lock the center – no key will be given for any reason)

Fill in with number(where quantity is needed); (yes) (no) and circle choice

Seating for _____ (quantity of tables and chairs only) _____(quantity if chairs only)

Serving Line _____ (how many tables) **Head Table** _____ (on stage) (on floor)

Podium _____ **Microphones** _____ (1) (2) (3) (4)

Thank you for completing this form. Please return this application along with the deposit and retain the Dunn Community Center Building Lease Terms and Conditions of Hire for your reference. **We recommend that you retain a photocopy of this form for your own records, as this is the form we will use when setting up and opening and closing center.** A Dunn Community Center Building Lease Agreement, binding the contract between your organization and the City of Dunn must be completed if this application is approved.

I have read the Dunn Community Center Building Lease Terms and Conditions of hire and confirm that the organization on whose behalf I am applying accepts with reservation.

Signature: _____

Organization: _____

Office Use Only					
AMOUNT	CASH	CK #	RENT	DEPOSIT	RECEIPT NO.



**DUNN COMMUNITY CENTER
LEASE AGREEMENT**

This Lease Agreement made and entered into this ____ day of _____ 20____, by and between the City of Dunn, a North Carolina municipal corporation, hereinafter referred to as the Lessor, and _____, hereinafter referred to as Lessee.

WITNESSETH

GENERAL

In consideration of the terms and conditions hereof, the Lessor has granted and Lessee has accepted a right for such Lessee to use and occupy the Dunn Community Center as provided herein.

RENTAL PERIOD

Lessee agrees that the premises described above are to be rented and used for the express limited purpose of

For a term commencing at _____ o'clock ____ M on the _____ day of _____ 20____ until _____ o'clock ____ M on the _____ day of _____ 20____, provided that if any activity hereunder continues past the aforesaid time, the Lessee shall be required to pay all additional rents as determined by the Lessor.

RENT & DEPOSIT

Lessee promises to pay Lessor the rental sum of Four Hundred Dollars (\$400) which sum is to be paid upon Lessee's execution of this agreement or at least ten (10) days prior to the event. This amount will cover the cost of the facility for one day.

Lessee shall further deposit with the Lessor the sum of Three Hundred Dollars (\$300) from which Lessor may deduct the cost of any damage, repair, or cleaning required as a result of the Lessee's failure to return the premises in the conditions required by this Agreement. The balance of the deposit shall be returned to the Lessee.

OTHER TERMS & CONDITIONS

Lessee will pay the costs, as determined by the Lessor, of repairing any damage, which may be done to the premises or any fixtures, furniture or furnishings thereof by an act of Lessee or anyone visiting the Premises. If the premises are not cleaned properly as determined by Lessor, the Lessee's deposit shall be applied to the total cost of cleaning the center as well as for the cost to repair any other damages as provided for in this Agreement. The Lessee's liability shall not be limited to the amount of cash deposit. Any necessary expenses exceeding the deposit shall be borne by the Lessee and shall be due and payable within 30 days of the receipt of any invoice from the Lessor.

**Dunn Community Center
Lease Agreement Continued**

The Lessee stipulates that he has examined the premises prior to the execution of this Agreement and is satisfied with the physical condition of said premises, and Lessee's taking possession thereof shall be conclusive evidence of its receipt of said premises in a safe, sanitary and sightly condition and in good repair.

The Lessee shall assume all risks instant to or in connection with the activity to be conducted hereunder and shall be solely responsible for all accidents or injuries whatsoever of any nature or kind to persons or property caused by its use of these premises. The Lessee further agrees to indemnify the Lessor and save it harmless from any and all claims or liability for personal injuries or other damages to any person, including injuries resulting in the death of any person which injury or death is occasioned by or in connection with the use of the premises herein rented. The Lessee further assumes full responsibility for the character, acts and conduct of all persons admitted to said premises by the consent of the Lessee.

In renting the premises, Lessor does not relinquish the right to control the management thereof, and to enforce all necessary and property rules for management and operation of the same, and Lessor, through its director, policemen, firemen and other designated representatives, shall have the right at any time to enter any portion of said premises for any purpose whatsoever.

Lessee agrees to abide by all Terms and Conditions of the Dunn Community Center, which are incorporated herein by reference and made a part of this Agreement.

In witness whereof, the parties have agreed upon the above written:

Lessor

City of Dunn, NC

By: _____
City Manager

Lessee

Signature: _____

Print Name: _____

Mailing Address: _____

Phone: (____) ____ - _____

Date: _____

Date: _____

Mission Statement

The City of Dunn Parks and Recreation Department is dedicated to creating positive experiences by providing quality parks, facilities, services and programs for all our citizens. The goal of our youth athletic program is to offer a rich year-round schedule of athletic activities that encourage children to play a variety of sports, and to provide them with the opportunity to have fun while developing physically, emotionally and socially. The Recreation Department will strive to teach skills and sportsmanship through participation in the development of all youth and to teach the rules of play in each specific sport.