

City of Dallas Parks & Recreation Indoor Pavilion Rental Agreement

Renter's Name: _____ Event Date: _____

We are so glad to be a part of your event! Please note that Sara Babb Park is not staffed during the weekends, so doing your part will help us all provide the community with a modern and reliable facility to rent.

Note: This form is to be completed and returned no later than the day you pick up your key for your rental date. Your key is to be returned in the black "comment box" located in the kitchen after your event. Make sure all doors are locked as you leave the facility.

Please read our rental guidelines below and initial the highlighted area once you have read each.

_____ I understand where to return the facility key after my event.

_____ I understand that if I do not leave the key after my event I, _____, am responsible for returning it to the Parks & Recreation Administration Office.

_____ I understand the Parks & Recreation Department is subject to keep the 30% deposit of total balance due, if a cancellation of rental occurs.

_____ I am aware & have read the decoration & cleaning guidelines (found in confirmation email, website, or request a paper copy) required by the Parks & Recreation Department.

_____ I understand that I am responsible for putting away & securing any tables and/or chairs that I used during my rental time.

_____ I understand that failure to do any of the things listed above will result in my rental privileges being revoked.

Key Number: _____ Staff: _____

Renter's Signature: _____ Date: _____

City of Dallas Parks & Recreation Administration Office

Monday-Friday from 10AM-7PM

115 East Griffin Street

Dallas, GA 30132

(770) 443-8110 x1601

parksandrec@dallas-ga.gov