

West Dallas Multipurpose Center  
MEETING ROOM RESERVATION  
POLICIES AND PROCEDURES



City of Dallas

**Eligibility**

An organization utilizing the West Dallas Multipurpose Center (WDMC) facility must be a private, non-profit (501c3), public, educational, or voluntary community organization. Approved activities must include the following: health and human service programs; planning and development; education and training, and cultural activities. All room reservation requests must be made within thirty days of the actual meeting date. No room reservation requests will be granted beyond thirty days. Each **NEW** room reservation request will require a signed contract. Organizations that use the facility monthly will need to submit a **RENEWAL** request for a room reservation every month indicating dates and times for that month.

**Hours of Operation**

The facility is available for use Monday through Friday from 8:00 a.m. to 8:30 p.m. (Weekend activities must be arranged in advance and will be charged a fee for security and custodial services. More information is available upon request).

**Gambling/Smoking/Alcoholic Beverages, Illegal Drugs**

Gambling, smoking, or possession of alcoholic beverages and/or illegal drugs is strictly prohibited on the premises.

**Weapons**

No guns, knives or other weapons are allowed on the premises.

**Conduct/Security**

Do not use doors other than the Northeast main entrance. Use of offices and rooms not designated for use in this agreement is strictly forbidden and will be grounds for cancellation or denial of future use of the facility. The activity sponsor is responsible for the conduct of all event participants. The sponsor will make every effort to ensure that all rules and policies are strictly adhered to. Participants will be expected to cooperate fully with the security officers. Violators will be escorted off the premises, and the sponsor may not be invited to utilize the facility in the future.

**Pets**

Animals, with the exception of medical assistance animals are strictly prohibited.

**Room Set-up and Clean Up**

The activity sponsor should arrive 10 to 15 minutes before the start of the event to arrange the room and acquire needed equipment. The activity sponsor is responsible for setting up the room\_\_\_\_, cleaning the room\_\_\_\_, returning equipment borrowed\_\_\_\_, and restoring furniture to its rightful position\_\_\_\_ following the event. The sponsor is also responsible for disposing of garbage\_\_\_\_ in the dumpster located in parking lot. Failure to comply with this policy will result in a denial of future use of the facility. (Please initial in each area acknowledging you understand the policy) .

**Eating/Drinking**

Food and beverages are limited to the vending machine areas only. The activity sponsor is responsible for cleaning spills, picking up trash and disposing of properly. Food and drinks may be allowed in the activity rooms with prior approval from management.

**Property Damage**

The sponsoring organization must report any damage to the facility and/or its contents within 24 hours of the event. Payment for damage may be required. Reports may be made to the security officer on duty.

**Children**

Children under 17 must be supervised and accompanied by a responsible adult at all times.

**AGREEMENT**

I, \_\_\_\_\_, have read and understood the policies and procedures outlined above and agree to abide by them during my use of the facility and agree to indemnify and hold the City of Dallas, its officers and employees, harmless against all claims, lawsuits, judgments and expenses for personal injury (including death), or property damage, that may arise out of use of the facility.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date \_\_\_\_\_ Not approved: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please bring your copy of this form the day of your reservation for security purposes.**

Revised 8/07