

City of Dyer Facility Use Policy

approved 2/26/18

1. Services provided
 - a. Dyer VFW Building
 - i. Meeting Space – The VFW Building offers one large meeting / banquet room. The room includes a wrap-around serving counter as well as a microwave and refrigerator.
 - ii. Chairs & Tables – Chairs and Tables are available and can be arranged in any manner you wish.
2. Rental & Reservations
 - a. Facilities are reserved all day. No partial day rentals are allowed.
 - b. The rental fee is \$20 with a \$20 deposit – payable before the event. The deposit will be returned when the building key is returned.
 - i. Fees apply to all users.
 - ii. In some cases, the deposit or entire fee may be waived if in the opinion of the City Board, the Mayor, or the City Recorder, the event being hosted serves the public interest. Examples of such events may include community clubs.
 - iii. No fee will be charged for Dyer Station Celebration events, official City of Dyer meetings or sponsored events, local youth league signup events, or community development or food programs.
 - c. Reservations should be made by contacting City Hall either in person or by phone at (731) 692-3767.
 - i. One person should serve as the contact for reserving the facility and will be held responsible for damage or cleanup.
 - ii. Cash is preferred for renting facilities; checks can be accepted with special conditions.
3. Set-up, decorating, and cleanup
 - a. Tables and chairs may be set up in any manner. Tables and chairs should be clean at the end of the event.
 - b. Nails, tacks, glitter, staples and other types of objects that may damage property may not be used for decorating.
 - c. Music inside and outside the facility must be kept within reasonable limits. All music must end by 10:00 PM.
 - d. In the event of accident, injury, or criminal action, a written report must be filed within 24 hours with City Hall (after hours reports should be made to the Dyer Police Department).
4. Prohibited Activities
 - a. No alcohol or tobacco use is permitted inside any facility.
 - b. No gambling or illegal drugs are permitted inside any facility.
 - c. Any gathering of any type that may lead to disorderly conduct.
 - d. Commercial activities without prior approval of the City Board. Facilities will not be used for revenue generating events (garage sales, business sales, etc). Exceptions may be made, with the approval of the City Board, for City approved special events and non-profit organizations.