

# DICKSON HOUSING AUTHORITY RENTAL AGREEMENT

Name of applicant:\_\_\_\_\_ Date:\_\_\_\_\_

Address:\_\_\_\_\_

City/State/Zip\_\_\_\_\_

Phone:\_\_\_\_\_ Email:\_\_\_\_\_

Organization:\_\_\_\_\_ Title:\_\_\_\_\_

Area(s) Requested: Meeting Room\_\_\_\_\_ Gym\_\_\_\_\_

Date:\_\_\_\_\_ Time:\_\_\_\_\_

Estimated Number Attending:\_\_\_\_\_

Back-up Contact Person/Phone:\_\_\_\_\_

If this is a non-profit group you must provide an IRS letter

Will there be a fee or admission charged? Yes\_\_\_\_ No\_\_\_\_

## Rental Fees

### Meeting room

\$40 for 1 hour

\$50 for 2 hours

### Gymnasium

\$40 for 1 hour

\$75 for 2 hours

Residents will receive a 50% discount

Fees are due on the day of application with the balance due two weeks before the event.

We accept checks or money orders. We do not accept cash.

Deposits will be returned upon inspection of the room(s). We will do a pre-inspection and a post-inspection of rented facility. We suggest you take your own pictures of the area if you have any questions regarding the condition of the room(s). Any damages will be taken out of your deposit.

Renter's Signature\_\_\_\_\_ Date\_\_\_\_\_

DHA Representative\_\_\_\_\_ Date\_\_\_\_\_