



**Dunn Police Athletic/Activities League, Inc.**  
 610 Fairground Road / Post Office Box 1238 Dunn, N.C. 28335  
 Office 910-892-1873 / Fax 910-892-9962  
[www.dunnpal.org](http://www.dunnpal.org) / Internet Radio [www.dpaltv.com](http://www.dpaltv.com)  
**FILLING PLAYGROUNDS, NOT PRISON'S**



## Application for Use of Facilities

(See Board of Directors Policy on the back of this form)

Facilities to be Used: Gym / Classroom Other: \_\_\_\_\_ Date Filed: \_\_\_\_\_

Organization/Person requesting use of the facility: \_\_\_\_\_ (Please Print)

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date(s) to be used: \_\_\_\_\_ /Times \_\_\_\_\_ Liability Insurance Carrier: \_\_\_\_\_  
 \_\_\_\_\_ /Times \_\_\_\_\_  
 \_\_\_\_\_ /Times \_\_\_\_\_

Equipment needed: Lights: \_\_\_ Air Conditioners: \_\_\_ Heat: \_\_\_ Sound System: \_\_\_ Furniture: \_\_\_

Nature/Purpose of Facility use: \_\_\_\_\_

Is this a **Commercial purpose?** \_\_\_ **Religious Purpose?** \_\_\_ **Political Purpose?** \_\_\_ **Civic Purpose?** \_\_\_  
**501 (c)(3) Non-Profit Paperwork provided?** \_\_\_

Estimated attendance at this event: \_\_\_\_\_ Will funds be solicited during use? \_\_\_\_\_ Will admission be charged? \_\_\_\_\_

Personnel needed for this event (to be completed by Director) \_\_\_\_\_

Number of hours personnel will be employed \_\_\_\_\_

Personnel responsibilities \_\_\_\_\_

Rate of Rental:

<b>Use of Facility</b>	\$ _____
<b>Personnel</b>	\$ _____
<b>Deposit/other cost</b>	\$ _____
<b>Total</b>	\$ _____

I have read the Board of Directors Policy printed on the reverse side of this form and agree to abide by this policy. I further agree to pay the rental fee at least Five (5) Business days before use of the facility. Checks should be made payable to **Dunn PAL, Inc.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

Director's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Board Chairman's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Board of Director's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Special Conditions: \_\_\_\_\_

Board of Director's Approval: Required when the purpose is commercial, religious, or political.

Board Decision \_\_\_\_\_ Date of Board's Decision \_\_\_\_\_



Chief of Police Charles West  
**PAL Board**  
 Executive Director Lt. R. W. Rowland





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## **RULES FOR USE OF PAL FACILITIES BOARD OF DIRECTORS POLICY**

PAL facilities in Dunn, NC may be made available to responsible, recognized civic, business or religious organizations in the community activities, subject to the following provisions and to such rules and regulations as the Board of Directors may prescribe. Use of facilities is at all times governed by the jurisdiction of the PAL Board of Directors. The provisions are as follows:

1. Application for use of facilities must be made in writing prior to the date of the scheduled event and signed by an authorized representative of the organization making application. All requests must be approved by the PAL Director before being submitted to the PAL Board of Directors. (Requests submitted under item no. 4 must also have Board of Directors approval.)
2. PAL activities have priority in scheduling. Should the necessity arise approval granted to groups or individuals may be canceled anytime without notice at the discretion of the PAL Director of the facility to be used or the PAL Board of Directors.
3. If recommended by the PAL Director and approved by the PAL Board of Directors the use of PAL facilities by recognized PAL Parent Club, PAL Volunteers, student and professional organizations and groups of similar school and PAL affiliation may be without rental charge. Custodian costs required under item no. 9 will be the responsibility of the using group unless a waiver of item no. 9 is approved by the Board of Directors and/or PAL Director.
4. All requests for use of PAL facilities for religious, political, or commercial purposes shall be referred to the Board of Directors for approval prior to the event. The Board meets the first Monday of each month at the Dunn Police Athletic Activities League. Individuals or groups requesting the use of PAL facilities shall submit their requests in at least Five (5) Business days in advance if they desire approval. The application must be in the PAL Director's office at least five business days prior to the next scheduled PAL Board of Directors meeting and before the date requested.
5. Approval will not be granted for use of PAL facilities for programs at which admission is charged or collections taken unless the funds, beyond the cost of the meeting are entirely used for educational or community benefit, or for purposes specifically approved by the Board of Directors. It is not the purpose of this policy to allow individuals to rent facilities for personal profit, however large or small the profit may be.
6. The individual organization or group using the PAL facilities is liable for any damages sustained by any individual or organization during the rented period and further agrees to indemnify and save harmless the PAL Director, Board of Directors, Dunn PAL, Dunn Police Department and the Harnett Training School, LLC from any loss or damage resulting from or arising out of rental of the facilities by such applicant, organization or group.
7. Applicants will be responsible for any activity or facility use which is approved. Improper conduct including use of intoxicating beverages or drugs in or outside the PAL facility is prohibited. Misuse of the PAL facility or misconduct while using the PAL facility will be considered by the PAL Director and/or the Board of Directors in subsequent request from the individual, organization or group involved.
8. Approval will not be granted for any meeting, program or entertainment which, in the judgment of the Board of Directors or the PAL Director may be in any way prejudicial to the best interests of the PAL Community or which there is not satisfactory sponsorship or supervision while the PAL facility is being used.
9. A PAL representative may be required to be on duty at all times while PAL facilities are in use. Custodian costs will be included in the rental fee. (Groups such as governmental organizations using facilities without being charged rent may be expected to pay custodian costs required for supervision and cleaning of the facility).
10. No smoking will be allowed in all PAL facilities or on the grounds.
11. There shall not be any changes in electrical wiring, lighting equipment, or public address system without the specific permission of the PAL Director. No stage equipment (battens, teasers, curtains) shall be changed or removed nor shall nails or any other defacing device be inserted in the stage floor or walls without permission of the Director.
12. Applicants must be responsible for orderly parking and when necessary furnish police protection. Damage to PAL grounds resulting from improper parking shall be the responsibility of the applicant.
13. No concession privileges will be extended by virtue of rental of any PAL facility. Concession privileges must have the approval of the Board of Directors and/or PAL Director. Refer to limitations of item no. 5. Neither will concession privileges be allowed outside on PAL grounds without the prior approval of the Board of Directors and/or PAL Director.
14. Food or liquids shall not be served or distributed in any PAL auditorium or gymnasium.
15. Use of PAL gymnasiums by outside groups or organizations shall not include concession privileges, dressing rooms or showers except by approval of the PAL Director.
16. The use of rubber-soled gym shoes or proper equipment is required of all persons using PAL gymnasium courts.



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**PAL Board**  
**Executive Director Lt. R. W. Rowland**

