Citizens Resource Center Policies For Use
1303 Cherryville Highway, Dallas, NC  28034

The Citizens Resource Center provides a Conference Center for educational programs, meetings and events of Gaston County Government departments and groups affiliated with these departments. Gaston County government departments have priority to reserve space for the purpose of providing services to the citizens of Gaston County. The Conference Center is also available for use by other Gaston County organizations/individuals when not reserved by Gaston County governmental departments.

The Conference Center consists of four conference areas. The center provides the opportunity to rent one to four conference areas that can be used individually or in combination. Conference Room D is rented only in combination with Conference Room A or C. A catering kitchen is also available.

Reservation Schedule
- All reservations must be made at least 10 days prior to the event.
- Monday through Friday may be reserved no more than 45 days in advance.
- Saturdays may be reserved no more than 4 months in advance.
- Sundays may be reserved no more than 13 months in advance.
- Conference areas will be reserved only one time per weekend beginning Friday at 5pm and only one rental per day allowed.
- Reservations are not confirmed until rental fee is received.
- No reservation will be made on county government holidays. If a holiday falls on a Monday or Friday, the center will not be available for rental during the holiday weekend.

Availability
The center is available in 4-hour blocks of time. Rentals can be for two 4-hour blocks not to exceed a total of 8 hours. Custodial staff will be on duty during rental events. Renter’s preparation and cleanup time is part of the rented 4-hour or 8-hour block (including caterer’s setup time). Monday through Friday the Conference Center is available for any 4-hour block of time between the hours of 8am – 5pm. Specific time blocks for rental are designated for evenings and weekends (see list).

Fees
Fees will be charged to all groups, organizations or individuals to offset the expenses incurred with the operation of the Conference Center. Fees are listed on the reservation form.

Other Use Requirements
- Person making the reservation must be a resident of Gaston County and at least 21 years of age. The person making the reservation is responsible for all guests, caterers and vendors associated with the event and to assure that they abide by the policies of the Center.
- The person reserving the Center must be present at the event. All damage is the liability of the person reserving the Center.
- The conference center cannot be used for fundraising events except by organizations affiliated with county government.
- No firearms, alcohol, illegal drugs or tobacco use are allowed in the facility.
- The cleaning contractor will do the conference center setup prior to the event, but the person renting the facility is responsible for providing the setup instructions and for leaving all areas in order.
- Renter’s preparation and cleanup time are part of the 4-hour/8-hour rented block. No exceptions can be made.
- Chairs and tables cannot be removed from the building.
- Decorations cannot be applied to walls, ceilings, windows, floors or sidewalks.
- The conference areas are located near the atrium and restrooms. Therefore, the use of these areas cannot obstruct the use by other groups in the Citizens Resource Center. The atrium plants, furniture, etc. cannot be moved from their designated spaces for private use.
- Fire exits are clearly identified and cannot be blocked under any circumstances.
- A limited number of tables and chairs are available. If the number needed is not available when reservations are made, the renter is responsible for renting, setup and removal of additional tables and chairs during the rental 4-hour/8-hour time block.
- Light refreshments, covered dish and catered meal functions are permitted in the meeting rooms. On-site cooking by those renting the center is prohibited. The catering kitchen may be rented for heating and refrigerating prepared food. An ice machine is located in the kitchen. All plates, cups, eating and serving utensils, paper products, dish towels, etc. must be furnished by the user. The kitchen is to be left clean.
- We request that the noise level be limited. We cannot guarantee that noise will not carry over into other conference areas.
- Gaston County staff may enter any/all conference areas during events to assure that all policies of the facility are being observed. If policies are not being observed, the renter and others attending may be asked to leave the facility immediately.

Emergencies Only: Call David Fogarty, County Extension Director at 704-823-8657 or Gaston County Police at 704-866-3300 or (911)