



Martin Luther King Jr. Community Center
Facility Rental Agreement

Today's Date: _____

The Martin Luther King Center agrees to rent its facilities to the individual group or renter listed below at the agreed upon rate on page three (3) of this agreement.

Event Date: _____ Day: _____
 Arrival Time: _____ Departure Time: _____
 Event Start: _____

Event Title or Purpose: _____
 Estimated Number of Guests: _____ (Seating: 150)

Contact Name: _____
 Address: _____

 City, ST, ZIP _____

Phone: c w h _____
 Alt Phone: c w h _____

E-mail: _____

How did you hear about the Ida Robinson Banquet Room? _____

Will you be serving alcohol? YES NO

If yes, please be prepared to discuss compliance with state law, local ordinance, and insurance requirements.

Will you be charging admission? YES NO Admission Amount \$ _____

Is this a youth function? YES NO Youth Age Range _____

One (1) chaperone per every 40 youth is required

Chaperone(s):

Name	Address	Phone



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Business Hours

Monday – Friday, 8:00 a.m. to 5:00 p.m.

Facility Rental Hours of Availability

Weekdays (Monday-Thursday) from 8:00 a.m. to 9:00 p.m.

Weekends (Friday-Sunday) from 8:00 a.m. to 12:00 a.m.

The following rates are standard for the Ida Robinson Banquet Room:

- \$100 refundable deposit upon reservation
- \$450 for the first five (5) hours of usage. (5 hour minimum fee)
- \$150 per additional hour

For Non-Profit groups providing proof of valid and current 501 (c) 3 status:

- \$100 refundable deposit upon reservation
- \$350 for the first five (5) hours of usage. (5 hour minimum fee)
- \$100 per additional hour

Conference Room:

- \$75 for three (3) hours of usage
- \$50 for three (3) hours of usage (for non-profit groups with valid and current proof of 501 (c)3 status)
- Additional hours of usage are open to negotiation with Facility Supervisor

Included Amenities

- A Facility Technician is available before, during, and after your event
- Up to 25 round tables and 150 chairs.
- Seating for:
- Initial set-up is included in your rental
- Free public Wi-Fi service
- Banquet Room can be divided to create two (2) separate event areas
- Free parking is available in the 60 space parking lot adjacent to the King Center
- Handicapped accessible
- Conference Room seats 15 people (with Smart Board)

Amenities available at \$100 each:

- A full service kitchen is available during your rental. It offers a commercial stove, warmers, freezer, refrigerator, and ice machine
- Full audio/visual equipment with self-controlling panel, two (2) microphones, full surround sound, projectors, and screens

ALL FEES ARE DUE TWO (2) WEEKS PRIOR TO YOUR SCHEDULED RENTAL DATE – NO EXCEPTIONS!

To be completed by the MLK Center staff

Banquet Hall (circle one)	Full Hall		East Half		<input type="checkbox"/> West Half
Rental Rate (circle one)	Standard		Non-Profit		<i>501(c)3 status confirmed</i>



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Refundable Deposit, Rental, and Amenity Payments

1. **Refundable Deposit:** (\$100.00)

Deposit Paid on: _____

Payee: _____ Staff Initials: _____

Type of payment (please circle): Cash Check (Check # _____) Money Order Credit Card

2. **Rental Fees**

	Full Banquet Hall		Half Banquet Hall		Conference room	
	Standard	Non-Profit	Standard	Non-Profit	Standard	Non-Profit
First 5 hours	\$450.00	\$350.00	\$225.00	\$175.00	\$75.00	\$50.00
Additional hrs	\$150.00	\$100.00	\$75.00	\$50.00	*	*

Kitchen \$100.00

A/V Equipment \$100.00

* Additional hours of usage to be negotiated for Conference Room and Kings Corner

of Additional hours: _____ Total Rental cost: _____

If the lessee cancels the event within five (5) days from date of the event, the deposit will be forfeited to the Martin Luther King Jr. Center, Inc.

Payment Date	Amount Paid (w/ check #)	Payee	Staff Initials	Comments
Payment 1				
Payment 2				
Payment 3				

ALL FEES ARE DUE TWO (2) WEEKS PRIOR TO YOUR SCHEDULED RENTAL DATE – NO EXCEPTIONS!

A TOTAL OF: _____

IS DUE BY: _____

Lessee Signature

Date

MLK Representative

Date



Martin Luther King Jr. Community Center

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Lessee: Please read the following general rules before signing this form:

General Rules:

1. All activities, functions or events must be cleared through the Center Director or the Facility Supervisor.
2. If authorized to serve alcohol then the lessee must comply with local ordinance and state law in the serving and consumption of alcohol. It is the responsibility of the lessee to insure underage drinking does not occur.
3. The following are not allowed in the building or on the grounds of the Center:
 - A. Narcotics or controlled substances
 - B. Weapons of any type, except by person legally authorized
4. If authorized to serve alcohol then its consumption is not allowed outside of the building. Individuals wishing to temporarily leave the event must do so without containers of alcohol.
5. All activities at the Center must be properly supervised at all times to the satisfaction of the Center Director.
6. Admission to the Center or to programs conducted within the Center shall not be based on any way upon religious affiliation or church, church related school, or other sectarian or church related organization attendance: Nor shall admission be based on race, sex or national origin, or disabled status.
7. Peddlers and solicitors are restricted from conducting other business in the Center unless authorized to do so by a written agreement from the Center Director.
8. Agencies, groups, or individuals authorized to use the Kitchen, Banquet Room, Conference Room, and Kings Corner are to leave the these areas in a clean and orderly condition. Failure to do so may result in revocation of facility privileges by the Center Director, and/or being billed for cost of cleaning. This will also result in a non-refund of deposit.
9. Agencies, groups, or individuals renting all or a portion of the multi-use area will vacate the premises by closing hour stated in the rental agreement. Agencies groups, or individuals, sponsoring activities in which minors participate must schedule events in accordance with curfew hours. Exceeding the contract hours stated in the contract will result in a non-refund of deposit.
10. Agencies, groups, or individuals will use entrance and exits designated by the director.
11. The Center is not responsible for personal articles lost or stolen.
12. Agencies, groups, or individuals agree to be responsible for damage to the building and its contents as stated in rental agreements.
13. The Center Director or the authorized representative maintains the right to remove or have removed, anyone conducting him or herself in a disorderly manner.
14. The lessee is obligated to pay for the cost of damages beyond ordinary wear and tear of property caused by the lessee or his clients as determined by the director or the designee. "I have read the Martin Luther King Jr. Center Community's room policies and regulations and understand that any violation of said rules can result in the canceling of the use of the premises. Any change in this agreement without prior notice to staff shall render this agreement NULL and VOID."
15. In case of an emergency or you need to speak to a staff member after regular business hours during your event, please call (309) 607-4019.

On signing this form, I herby agree to relieve the Martin Luther King Jr. Center, Inc., the City of Rock Island its employees or its agents of injury due to the participation in any of the activities held at the Martin Luther King Community Center.

Lessee has read and states that he/she understand the attached rules and regulation approved:

Lessee Signature

Date

MLK Representative

Date