



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 contract.

Event Date: _____ / _____ / _____ Day: _____

Arrival Time: _____ a.m./p.m. Departure Time: _____ a.m./p.m.

Event Start: _____ a.m./p.m.

Event Title or Purpose: _____

Estimated Number of Guests: _____ (Seating: 200 in dining style & 450 in theatre style)

Contact Name: _____

Address: _____

Phone: 1 c 1 w 1 h _____ - _____ - _____

Alt Phone: 1 c 1 w 1 h _____ - _____ - _____

E-mail: _____ @ _____

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

Will you be serving alcohol? YES 1 NO 1
 If yes, please be prepared to discuss compliance with state law, local ordinance, and insurance requirements.

Will you be charging admission? YES 1 NO 1 Admission Amount \$ _____

Is this a youth function? YES 1 NO 1 Youth Age Range _____
 One (1) chaperone per every 40 youth is required

Chaperone(s):

Name	Address	Phone

Martin Luther King Jr. Community Center

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Reservations and Rates

Business Hours are Monday – Friday, 8:00 am to 5:00 pm

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. – 12:00 a.m.

The following rates apply for the Ida Robinson Banquet Room:

\$50 refundable damage deposit

\$250 for the first three (3) hours of usage

\$100 per additional hour

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

\$75 NON-REFUNDABLE deposit upon reservation

\$200 for the first three (3) hours of usage

\$75 per additional hour

Conference Room:

- \$75 for three (3) hours of usage
- \$40 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

Amenities

- A Facility Technician is available before, during, and after your event
- Seating for 450 people using theatre style seating (no tables)
- Seating for 200 people using round tables that seat eight (8) people each
- Seating for 60 people using 8ft tables and fold up chairs in Kings Corner (55" mounted television, restrooms)
- Conference Room seats 15 people (with television and DVD player)
- 25 round tables and 200 chairs are available at no cost.
- Initial set-up is included in your rental
- Free Wi-Fi
- 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

Amenities available at \$50 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
- A full six (6) panel stage, with full black skirting, and two (2) sets of stairs (size can vary depending upon type of usage)



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

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Deposit, Rental, and Amenity Payments

1. Deposit

\$50 refundable damage deposit

Deposit Amount: _____

Deposit Paid on: _____

Payee: _____

Staff Initials: _____

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

2. Rental Fees

- 🔑 \$250 for the first (3) hours of usage
- 🔑 \$100 per additional hour **Number of additional hours:** _____ **Amount \$** _____
- 🔑 \$200 for the first three (3) hours of usage (for non-profit groups with valid and current proof of 501 (c)3 status)
- 🔑 \$75 per additional hour for non-profit groups **Number of additional hours:** _____ **Amount \$** _____
- 🔑 \$75 for three (3) hours of usage for Conference Room
- 🔑 \$40 for three (3) hours of usage (for non-profit groups with valid and current proof of 501 (c)3 status)
- 🔑 Additional hours of usage to be negotiated for Conference Room

3. Amenities

- 🔑 Kitchen \$50
- 🔑 Stage \$50
- 🔑 Audio/Visual \$50

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

Payment Schedule	Amount Paid (include check #)	Payee	Staff Initials	Comments
Payment One Date:				
Payment Two Date:				
Payment Three Date:				

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

A TOTAL OF: _____

IS DUE BY: _____

 Lessee Signature

 Date

Kristia LeShoure, Facility Supervisor

Date

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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 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."

On signing this form, I hereby 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:

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

 Lessee Signature

 Date

Kristia LeShoure, Facility Supervisor

Date