



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: 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 25 youth is required

Chaperone(s):

Name	Address	Phone



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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:

\$100 refundable damage deposit

\$300 for the first four (4) hours of usage

\$100 per additional hour

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

\$100 refundable damage deposit

\$250 for the first four (4) hours of usage

\$50 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 DEPOSITS, RENTAL AND AMENITY PAYMENTS ARE DUE TWO (2) WEEKS PRIOR TO YOUR SCHEDULED RENTAL DATE

NO EXCEPTIONS!



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Deposit, Rental/Amenity Payments, Cancellation

1. Deposit

\$100 refundable damage deposit

Deposit Amount: _____

Deposit Paid on: _____

Payee: _____

Staff Initials: _____

Address: _____

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

2. Rental Fees

- 🔑 \$300 for the first four (4) hours of usage
- 🔑 \$100 per additional hour **Number of additional hours:** _____ **Amount \$** _____
- 🔑 \$250 for the first four (4) hours of usage (for non-profit groups with valid and current proof of 501 (c)3 status)
- 🔑 \$50 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)

3. Amenities

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

****FOR OFFICE USE ONLY****

All cancellations must occur 30 days prior to your event date.

Deposits, rental and amenity payments will be forfeited to the King Center after the date below:

Cancellation date: _____

Event cancelled by: _____ Date: _____

Staff Initials: _____ (W-9 Form to be completed for any refunds)

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

ALL DEPOSITS, RENTAL AND AMENITY PAYMENTS ARE DUE TWO (2) WEEKS PRIOR TO YOUR SCHEDULED RENTAL DATE
NO EXCEPTIONS!

A TOTAL AMOUNT OF: _____ IS DUE BY: _____

****TOTAL AMOUNT INCLUDES RENTAL & AMENITY PAYMENTS****

 Lessee Signature

 Date

 Authorized MLK Personnel

 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.
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.
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.
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.
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.

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.

All cancellations must occur 30 days prior to your event date.
Deposits, rental and amenity payments will be forfeited to the King Center after the date below:
Cancellation Date Below:

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

Lessee Signature

Date

Authorized MLK Personnel

Date