



Dr. Martin Luther King, Jr. Neighborhood Center

**We're glad you're considering renting our Center!
To maintain this vital Neighborhood property, *please keep these important guidelines in mind:***

- ~ Decorate tables and chairs ONLY. No tape or decorations on doors, fixtures or walls.**
- ~ Absolutely NO ALCOHOL or SMOKING**
- ~ You are responsible for general clean-up and for being out of the Center by the end time listed on your rental agreement. Failure to do so will result in forfeiture of your cleaning deposit and a bill for additional time used.**
- ~ Please do not interrupt other activities that may be taking place at the Center while your event is scheduled.**



Multi-purpose Room Rental Policy

Security Deposit	Commercial/ Private	Government	Table & Chair Set-up/take down Fee (Optional)
\$100 Per event	\$400 All Day <u>Pro-Rated</u> 1 hr - \$100 2 - 3 hrs \$200 4 - 5 hrs \$300	\$300 All Day <u>Pro-Rated</u> 1 hr - \$75 2 - 3 hrs \$150 4 - 5 hrs \$200	*\$100 or \$50/each

Hours of Operation (subject to change)

Sunday thru Thursday 8:00 a.m. - 11:30 p.m.
 Friday and Holidays 8:00 a.m. - 11:30 p.m.
 Saturday 8:00 a.m. - 11:30 p.m.

After hours emergency contact: 246-7667 (Jackie) or 246-0840 (Stephanie)

Set up and take down: Time will be allotted for set up and take down of each event. You will be allowed a maximum of 2 hours to set up/decorate between the hours of 8 a.m. - 2 p.m. ONLY; 30 minutes after your contracted time to take down/clean up. Times will be discussed and agreed on in rental contract.

Payment

*___ 50% of rental fee and the full security deposit is due upon approval of the reservation.

Remaining balance is due 21 days prior to the scheduled event.

Checks may be made payable to **City of Yuma.** Mail payment to City of Yuma, Neighborhood Services Division, One City Plaza, P.O. Box 13013, Yuma AZ 85366-3013.

Non-profit Service Providers

Non-profit organizations with 501(c)3 status using the facility to offer a **direct public service** to low-moderate income residents of the City of Yuma meet the definition of "Non-profit Service Provider" for the purposes of these guidelines and rental of space at the Dr. Martin Luther King, Jr. Neighborhood Center.

Individuals, agencies or "Non-Profit Service Providers" using the room for a function other than providing direct public services must pay commercial rates.

Upon discretion, staff has the ability to waive the rental fee for *affiliated* non-profit service providers using the facility to provide a service to neighborhood residents at that event.

Insurance and Security

*___ Lessee shall provide public liability and property damage insurance, issued by a company authorized to do business in the State of Arizona, in the sum of not less than FIVE HUNDRED THOUSAND (\$500,000) combined single limit for the benefit of third parties on account of any liability fixed by law and assessed, with City of Yuma named as an additional insured.

You may provide a Certificate of Liability Insurance from your choice of insurance provider or the City offers insurance for purchase for your event.

*___ The Lessee MUST provide security personnel for commercial/private functions with 100 people or more attending. The size of the group and nature of the function will determine the number of guards required. Staff reserves the right to establish this requirement. Certified off-duty police officers or uniformed security guards from a licensed agency must be contracted. Staff shall have the authority to require security personnel whenever deemed necessary to protect the interests of the City.

* ___ Proof of security personnel (if required) and certificate of liability insurance must be provided to the City of Yuma no later than 21days prior to the scheduled event.

Cancellations

* ___ In the event of a cancellation, the security deposit is nonrefundable and an administration fee of \$25.00 will be assessed for all lessees.

Security Deposit

* ___ A \$100 security deposit is required of ALL events. The deposit is fully refundable following the scheduled event and will be returned if the lessee has completed proper clean-up by the end of the rental time as stated on the contract. If your contracted time is surpassed for any reason your security deposit will be forfeited.

* ___ The Lessee is responsible for general clean up. Tables and chairs must be returned to the stow carts and all garbage (indoors and outdoors) generated by your event must be picked up and put in the waste receptacles provided. **Failure to comply will result in forfeiture of deposit.**

* ___ **Failure to vacate the facility by contracted end time will result in forfeiture of the deposit.**

Miscellaneous

* ___ Furniture and equipment that is the property of the City of Yuma shall not be removed from the facilities. **No equipment except that which you agree to rent shall be provided.** Ladders, cleaning equipment, extension cords, etc. are not available for your use.

* ___ A full day rental is \$400 for 8 a.m. through 11:30 p.m. The Center **IS NOT** always staffed, however; we will ensure staff will be at the center during the agreed upon times. STAFF WILL NOT BE AVAILABLE DURING YOUR EVENT. In case of emergency, please call the number provided you. **Do not leave the MLK Center unattended. If your event ends early please call the closing attendant.**

* ___ Only portable or table decorations may be utilized. ***UNDER NO CIRCUMSTANCE shall anything be affixed to walls, ceilings, doors or fixtures.*** The Lessee will not be allowed to alter, temporarily or permanently, any part of the facility.

* ___ It is the responsibility of the Lessee to setup and take down tables and chairs needed for the event. The City of Yuma will setup and take down tables and chairs for a \$50 fee for each (\$100 for both setup and take down).

* ___ **No smoking in the facility.**

* ___ **No alcoholic beverages are allowed in the facility or anywhere on the premises. *If alcohol is found, staff has the right to immediately terminate the function.***

* ___ The lessee acknowledges that he/she is paying for a specific space (Multi-purpose Room). Other activities may be taking place elsewhere in the facility. **Please DO NOT interfere with other activities!** If you need help after hours, please call 246-7667 (Jackie) or 246-0840 (Stephanie).

General Policies

* ___ Facilities may only be reserved by or persons 18 years or older.

* ___ All regulations apply to the Lessee's guests and the Lessee is responsible for their conduct. Lessee shall be held monetarily liable for damage to equipment, furnishings and the building. Replacement and repair of above items will be made by the City of Yuma and the cost of such repairs or replacement will be charged to the Lessee.

* ___ A designated responsible party must be in attendance throughout the scheduled time.

- The Lessee is required to pay for the amount of time reserved. Refunds are not issued for unused time.

- All trash is to be placed in appropriate containers. Containers are located in the multi-purpose room, in the bathrooms and a dumpster is located in the southwest corner of the parking lot.
- All local fire and safety regulations and state law relating thereto shall be complied with.
- The kitchen facilities must be left clean and in good condition.
- Animals are not permitted on the premises except those assisting disabled individuals.
- Groups utilizing the facilities must comply with the provisions in a manner that meets Title II obligations under the Americans with Disabilities Act of 1990, 42 U.S.C. Sec. 12101. This provision may be waived at the sole discretion of the City of Yuma if an alternative policy or method of dealing with ADA compliance issues in City-owned and leased facilities is adopted by the City Council.
- The MLK Center requires at least 2 working day's notice for any changes in set-up or for any other change (such as request for equipment rental). This notice is also dependent on staff availability and is subject to change.
- Facility user agrees to hold the City of Yuma harmless from any and all liability, damages, costs, and expenses in connection with any and all claims, actions, or causes of actions for injury, death, or property damage arising from or out of the use and occupancy of the facility.

I have read and by my signature below, understood all the General Policies described above:

 x

Signature

Date



City of YUMA

CITY OF YUMA

DR. MARTIN LUTHER KING, JR. NEIGHBORHOOD CENTER

300 S. 13th Avenue, Yuma, AZ 85364 • Phone: (928) 329-7481 (MLK) or (928) 373-5187 (Main Office)
Fax (928) 373-5188 • E-mail Frances.glass@YumaAz.gov

Room Reservation Request Form and Rental Agreement

Lessee/Organization: _____ Non-profit Organization? [] Yes [] No

Contact Person: _____ Email address: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Cell: _____ Fax: _____

Event Date: _____ From: _____ A.M./P.M. To: _____ A.M./P.M.

Set-up/Decorate Time: _____ to _____ (2-hours Sun-Fri; 2-hours Sat between 8am – 2pm)

Type of Function: _____

Number of Persons Attending: _____ Will food and non-alcoholic drinks be served? [] Yes [] No

_____ Less than 100 people (security guard not necessary) _____ 100-150 people (1 security guard required)

_____ More than 150 people (2 security guards required)

Room Description: Large multi-purpose room (67' x 53') able to accommodate 220 people theater-style (chairs only) and 160 people banquet style (tables and chairs). There is a serving area that includes a refrigerator and a microwave.

Table with 4 columns: Security Deposit, Commercial/Private, Government, Table & Chair Set-up/take down Fee (Optional). Rows show pricing for \$100 per event, \$400 All Day Pro-Rated, \$300 All Day Pro-Rated, and \$50/each.

_____ I will be responsible for set-up and take down.

_____ Request set-up/take down (\$100.00) Set-up description or attach diagram: _____

Please check if you would like to use the podium: _____ Podium (no charge)

Liability Insurance: The City requires Insurance. If you or your organization does not already have the required insurance coverage it may be purchased through the City (See Rental Guidelines, "Insurance").

The Lessee understands that no alcoholic beverages are allowed to be consumed on the premises.

Events with 100 or more in attendance require security personnel (see Rental Guidelines "General Policies").

By the signature below, the Lessee acknowledges that he/she has read, understood, and agreed to abide by the Dr. Martin Luther King, Jr. Neighborhood Center, Multi-purpose Room Rental Guidelines attached hereto.

Lessee Signature x _____ Date: _____

Approval by City Staff: _____ Date: _____

Room Rental Fee: \$ _____

Required Bal: \$ _____ (50% rental + full deposit)

Liability Insurance: \$ _____

Amount Paid: \$ _____

Security Deposit: \$ _____

Balance Due: \$ _____

Set up Fee: \$ _____

Balance Due Date: _____

PAID IN FULL _____

TOTAL: \$ _____

Security Deposit Returned: _____

Make check payable to: City of Yuma

Send payments to:

City of Yuma
Neighborhood Services Division
One City Plaza
P.O. Box 13013
Yuma, Arizona 85366-3013