



YUMA PRIVATE INDUSTRY COUNCIL, INC.
MLK YOUTH CAREER CENTER

300 S. 13th Avenue, Yuma, AZ 85364 | Phone: (928) 783-9347 (MLK)
Fax (928) 343-7427 | TTY (928) 329-6466 | E-mail form to mpimentel@ypic.com or mlk@ypic.com

Multipurpose Room Request Form/Rental Agreement

Lessee/Organization: Non-Profit Organization? 501(c)3 Yes No
Contact Person: Email address:
Responsible Persons:
Address: City: State: Zip:
Phone: Cell: Fax:
Event Date: From: AM PM To: AM PM
Set-up/Decorate Time: AM PM to AM PM
Type of Event:
Total hours Charged: Will food and non-alcoholic drinks be served? Yes No
Number of Persons Attending:

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 serving area that includes a refrigerator and microwave.

Table with 6 columns: Deposit, Commercial/Private, Government/Non Profit/Staff Rate, Table & Chair Set-up/Take down Fee (Optional), Optional Services, Table Cloths. Includes pricing for various durations and services like WIFI, Projector, and Curtains.

Prices are subject to change

- WIFI, Projector, Curtains, Table cloths, Liability Insurance Required (\$1,000,000)
Set up, 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)

The Lessee understands that no alcoholic beverages are allowed to be consumed on the premises. Security Guards may be required. (See Rental Policy)

How did you hear about us? Family/Friends, Attended event, Marquee, City Website
Other (Specify):

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: Date:

Approval by YPIC Staff: Date:

Room Rental: \$
Deposit: \$ Payment: \$
Optional Services: \$
Liability Insurance: \$ Balance:
Table Clothes: x \$5= Payment: \$
Set-up/take down: \$ Balance:
GRAND TOTAL: \$ PAID IN FULL:
Amount Paid: \$ Deposit Returned:
Balance Due: \$ Staff Approved:
Balance Due Date: Lessee Signature: Date:

Make check payable to: Yuma Private Industry Council, Inc.
Send payments to: 300 S. 13th Ave. Yuma, AZ 85364-1436

- For Office Use Only
Forward to Accounting
Yellow Rec't/Payment to Accounting
Complete W-9 form/forward to Acct.
Complete Walk-through form/forward to Acct.
Ins. Liability form forward to Yuma Ins. & Acct.