



**Dr. Martin Luther King Jr. Neighborhood Center
Multipurpose Room Rental Policy**

Deposit	Commercial/ Private	Government	Table & Chair Set-up/take down Fee (Optional)	Optional Services	Table Cloths
\$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	<u>\$25 each</u> -WIFI -Projector (Need to provide own laptop) -Curtains	<u>\$5.00 each</u> Black Table Cloths available
<i>Prices are subject to change</i>					

Hours of Operation (subject to change)

Monday thru Sunday & Some Holidays

8:00 a.m. – 12:00 a.m.

After-hours emergency contacts: To be given a week before your event

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 the day of the event; 30 minutes after your contracted time to take down/clean up. Times will be discussed and agreed on in rental contract.

Payment

*___\$100 deposit is due upon approval of the reservation. 100% payment is due **30 days** prior to scheduled event. Payment may be done by check or money order **Only**.

*___Rental with less than two weeks' notice is payable by money order **Only**.

Checks may be made payable to **Yuma Private Industry Council, Inc.** MLK Youth Career Center 300 S. 13th Ave Yuma, AZ 85364-1436

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 ONE MILLION DOLLARS (\$1,000,000) combined single limit for the benefit of third parties on account of any liability fixed by law and assessed, with The Yuma Private Industry Council, Inc. named as an additional insured.

You may provide a Certificate of Liability Insurance from your choice of insurance.

* ___ 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. 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 Yuma Private Industry Council.

Desert Security
782-9100

Mitchell's
3101 Columbia Ave.
782-2376

Safety & Security Mgmt. Svc.
2045 S. 14th Ave.
271-2012

* ___ Proof of security personnel (if required) and certificate of liability insurance must be provided to the Yuma Private Industry Council no later than 30 days prior to the scheduled event.

Cancellations

* ___ In the event of a cancellation, the deposit is **non-refundable**.

Deposit

* ___ A \$100 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 and no damages have incurred. **Deposit will be mailed with 15 working days after the event.** If your contracted time is surpassed for any reason your deposit will be forfeited.

* ___ W9 is requested due to accounting purposes for refund of deposit.

* ___ 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 and dumped in the outside dumpster. No Trash/trash bags may be left in the facility.

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 that is the property of the City of Yuma and shall not be removed from the facilities. Ladders, cleaning equipment, extension cords, etc. are not available for your use.

* ___ A full days rental is \$400 for 8 a.m. through 12:00 a.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 to 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 set up and take down tables and chairs needed for the event. The Yuma Private Industry Council will set up and take down tables and chairs for a \$50 fee for each (\$100 for both set up 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 at any time during your event, staff has the right to immediately terminate the function. If any evidence***

of alcohol is found afterwards, your deposit will be forfeited. The lessee is responsible for the actions of all their guests.

* ___ 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!**

General Policies

* ___ Facilities may only be reserved by 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 Yuma Private Industry Council and the cost of such repairs or replacement will be charged to the Lessee.

* _____ must be in attendance throughout the scheduled time and is the designated
(Name of Person responsible on the day of the event) responsible party.

- 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. **PLEASE PLACE ALL TRASH IN DUMPTER. NO TRASH/TRASH BAGS MAY BE LEFT IN THE FACILITY.**
- 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 Americas with Disabilities Act of 1990, 42 U.S.C. Sec. 12101. This provision may be waived at the sole discretion of the Yuma Private Industry Council, Inc. if an alternative policy or method of dealing with ADA compliance issues in City-owned and leased facilities is adopted by the Yuma Private Industry Council/City Council.
- The MLK Center requires at least 2 working day’s notice for any changes in set up or for any other change. This notice is also dependent on staff availability and is subject to change.
- Facility user agrees to hold the City of Yuma/Yuma Private Industry Council, Inc. 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
Lessee Signature

Date

* ___ - Signifies initials required.