

City of Natchitoches Recreation Department Community Center Rental Agreement

Circle One: City Related Department/Group
Circle One: John Below Community Center

Non-City Related Function
MLK Recreation Community Center

NAME OF GROUP/CITY DEPARTMENT: _____

PERSON SUBMITTING REQUEST:

Name: _____

Local Address: _____

Phone Number: _____ (Home) _____ (Business)

Position of Person/Department/Group Submitting Request: _____

DATE OF THE EVENT: _____ TIMES (Inclusive): _____ to _____

DATE OF THE EVENT: _____ TIMES (Inclusive): _____ to _____

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Set-up date (s)/time must be given at time of reservation

Describe the type of event requested: _____ Social Event _____ Meeting _____ Athletic _____ Other

Explain Other: _____

Anticipated Attendance: _____ will any type of fee be collected: _____ Amount: _____

AREAS OF FACILITY REQUESTED FOR USE: (Check all that is needed)

Gymnasium _____ Small Meeting Room _____ Large Meeting Room _____

Lobby Area _____ Concession Stand _____ Kitchen _____

Dance Studio _____ (Special events only)

EQUIPMENT REQUESTED FOR USE: (Check all that is needed)

Chairs _____ Tables _____ How many? _____

Podium _____ TV/VCR _____ Sound System _____ Lectern _____

TOTAL RENTAL FEE: _____ CLEAN-UP DEPOSIT FEE: _____

MAKE CHECKS/MONEY ORDERS PAYABLE TO CITY OF NATCHITOCHEs:

A non-refundable deposit of 10% of the total rental fee is due payable when application is submitted. This deposit will be used to secure the date requested and will go toward your total rental fee. A \$50.00 clean-up deposit fee is required to secure proper clean-up following the event. This fee will be returned following inspection of the facility. The balance of the total rental fee is due by 4:30 p.m. 10 days prior to event. Failure to pay the balance due by required date could result in cancellation of reservation.

I acknowledge that I have read the MLK Center policies and rules regarding the use of the facility. I/we agree that the organization or person(s) will abide by policies and rules and accept all responsibility for fees and damages that may occur while utilizing the facility.

Contractor

Director of Recreation

Date

OFFICE USE:

Deposit given back by _____ on _____

in the form of cash or check. (Check # _____)

Martin Luther King Jr. Recreation and Community Center Policies and Rules

1. NO SMOKING allowed in the facility
2. NO ALCOHOL or DRUGS will be permitted in or around the facility
3. NO FOOD OR DRINKS allowed in gymnasium unless stated in rental agreement
4. GAMBLING in any form is prohibited in or around the facility
5. ALL ACTIVITIES MUST CEASE at designated time(s) stated on rental agreement
6. ALL GROUPS OR PERSON renting the facility are REQUIRED TO CLEAN the facility and return it in the condition it was found. (Removing trash, sweeping, mopping, etc is REQUIRED)
7. PROFANE LANGUAGE of any sort will not be allowed in or around the facility
8. NO STREET SHOES ARE ALLOWED on gym floor during an athletic event...tennis shoes only!!
9. NO LOITERING in or around the facility
10. VANDALISM in or around the facility is PROHIBITED
11. NO PETS of any type are allowed in the facility, UNLESS USED TO ASSIST THE LEGALLY BLIND
12. NO HATS, RAGS, OR BANDANAS are to be worn in the facility, UNLESS SPECIFIC TO EVENT.
13. APPROPRIATE DRESS IS REQUIRED in or around the facility...SHIRTS AND SHOES must be worn!!
14. NO POLITICAL FUNCTIONS, ACTIVITIES, PROPAGANDA MATERIALS allowed in or around the facility
15. NO ACTIVITIES WILL BE SCHEDULE FOR SUNDAY, unless for recreational activity (basketball or volleyball tournaments).
16. Security/police officer is required for events with a capacity of more than 100 people