

MEETING ROOM RESERVATIONS

Martin Luther King Jr. Community Center
2922 Martin Luther King Jr. Blvd. Building A Ste.147
Phone: 214.670.8418 - Fax: 214.670.8501

APPLICATION MUST BE COMPLETED IN FULL WITH IDENTIFICATION

APPLICATION DATE: _____ RECEIVED BY: _____
Staff

AGENCY / DEPARTMENT NAME: _____

DIRECTOR / MANAGER: _____ BUSINESS TYPE: _____

CONTACT: _____ TITLE: _____

MAILING ADDRESS: _____

E-MAIL ADDRESS: _____ WEBSITE: _____

TELEPHONE: _____ FAX: _____

EVENT INFORMATION:

TYPE OF ACTIVITY: _____ # PARTICIPANTS EXPECTED: _____

DATE: _____ TIME: _____ DATE: _____ TIME: _____

DATE: _____ TIME: _____ DATE: _____ TIME: _____

WILL FOOD OR BEVERAGES BE SERVED? YES___ NO___ FOOD_____ BEVERAGES _____

ROOM(S) / AREA REQUESTED:

___ACTIVITY ROOM A - (50) ___ACTIVITY ROOM B- (50) ___ROOM 135- (20) - **After 5:00p.m**

___LOBBY - (150) ___PUBLIC BREAK ROOM - (125) ___ ROOM 147F (12) **8am to 5pmonly**

EQUIPMENT NEEDS:

SCREEN ONLY _____ TABLES (HOW MANY?) _____ CHAIRS (HOW MANY?) _____

SECURITY:

Security service is required for any meeting or event beyond the normal operating hours and if the attendees exceeds 50 or more there will be an additional cost. The Applicant is financially responsible for paying any and all security charges. Please call Equipment Bldg. Services (EBS) at (214)670-0574 for specific information regarding security officers assigned by the City of Dallas. A 2-hour security minimum is required. Application can only be approved if security is secured.

Date Approved: _____ Date Confirmation Sent: _____ Method of Confirmation: _____

(Applicant - Please initial in each blank by each point that you understand the policy).

 Eligibility

An organization utilizing the West Dallas Multipurpose Center (WDMC) facility must be a private, non-profit (501c3), public, educational, or voluntary community organization. Approved activities must include the following: health and human service programs; planning and development; education and training, and cultural activities. All room reservation requests must be made within thirty days of the actual meeting date. No room reservation requests will be granted beyond thirty days. Each NEW room reservation request will require a signed contract.

 Hours of Operation 8:00 am to 10:00 pm

The facility is available for use Monday thru Friday from **8:00 a.m. to 10:00 p.m.** and Saturdays **8:00 a.m. to 3:00 p.m.**

 Gambling/Smoking/Alcoholic Beverages, Illegal Drugs

Gambling, smoking, or possession of alcoholic beverages and/or illegal drugs is strictly prohibited on the premises.

 Weapons

No guns, knives or other weapons are allowed on the premises.

 Conduct/Security

Do not use doors other than the Northeast main entrance. Use of offices and rooms not designated for use in this agreement is strictly forbidden and will be grounds for cancellation or denial of future use of the facility. The applicant is responsible for the conduct of all event participants. The applicant will make every effort to ensure that all rules and policies are strictly adhered to. Participants will be expected to cooperate fully with the security officers. Violators will be escorted off the premises, and the applicant may not be invited to utilize the facility in the future.

 Pets

Animals, with the exception of medical assistance animals, are strictly prohibited.

 Room Set-Up and Clean-Up

The applicant should arrive 30 minutes before the start of the event to arrange the room and acquire needed equipment. The activity sponsor is responsible for 1) setting up the room, 2) cleaning the room, 3) returning equipment borrowed, and 4) restoring furniture to its rightful position following the event. The applicant is also responsible for disposing of garbage in the dumpster located on the Northeast parking lot. Failure to comply with this policy will result in a denial of future use of the facility.

 Eating/Drinking

Food and beverages are limited to the vending machine areas only. The applicant is responsible for cleaning spills, picking up trash and disposing of properly. Food and drinks may be allowed in the activity rooms with prior approval from management.

 Property Damage

The agency/organization must report any damage to the facility and/or its contents within 24 hours of the event. Payment for damage may be required. Reports may be made to the security officer on duty.

 Children

Children under 17 must be supervised and accompanied by a responsible adult at all times.

AGREEMENT

I, _____, have read and understood the policies and procedures outlined above and agree to abide by them during my use of the facility and agree to indemnify and hold the City of Dallas, its officers and employees, harmless against all claims, lawsuits, judgments and expenses for personal injury (including death), or property damage, that may arise out of use of the facility.

Signature: _____ Date: _____

Approved: _____	Not approved: _____
Signature: _____	Date: _____

Please bring your copy of this form the day of your reservation for security purposes.
Revised 11-22-2017 - PDavis.