

Event Booking Form
MLK Jr. Community Center
2922 Martin Luther King Jr Blvd, Dallas, TX 75215
Phone: 214-670-8418 Fax: 214-670-8501

***Form must be completed in full, with identification attached**

Date: _____ **Received By:** _____

Name:

Address:

City:

State:

Zip:

Phone:

Email Address:

Please choose:

- Inside:** **Foyer**
- Public Breakroom**
- Outside:** **Stage area**
- Large Parking Lot (Malcolm X)**
- Small Parking Lot (Meyers)**

Point of Contact name, phone number and e-mail address:

Club/Organization:

501(c)(3) Number:

Type of Event:

Date of Event:

Start Time of Event:

End Time of Event:

Number of Participants:

Refreshments Available?

Security & EMS

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

Guidelines for Security Officers

Estimated total attendance	Minimum Number of Police Officers Required*
0 to 250	0 or 2
251 to 1,500	2 - 4

Guidelines for EMS

NUMBER OF EMERGENCY MEDICAL PERSONNEL and VEHICLES REQUIRED		
estimated total attendance	1 - 100	101 - 3000
Paramedics	0	2
EMS Supervisors	0	1
Emergency Medical Vehicles	0	1

PORTABLE RESTROOM AND TRASH RECEPTACLE REQUIREMENTS

***You are required to have at least one regular portable toilet and at least one ADA portable toilet, depending on the number of attendees the number of toilets increases.**

MINIMUM NUMBER OF RESTROOM UNITS AND TRASH RECEPTACLES REQUIRED										
EXPECTED ATTENDANCE	HOURS OF EVENT									
	1	2	3	4	5	6	7	8	9	10
<599	2	4	4	5	6	7	9	9	10	12
600 - 699	2	4	5	6	7	7	9	10	11	12
700 - 799	3	5	6	6	7	8	10	10	11	12
800 - 899	3	5	6	7	8	8	10	11	12	13
900 - 999	4	6	7	7	8	9	11	11	12	13

Special Notes:

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

The MLK facility is available for use Monday thru Friday from 8:00 a.m. to 9:00 p.m. and Saturdays 8:00 a.m. to 2:00 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 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. For outdoor events the applicant is responsible for all trash picked up and placed in receptacles. 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.

_____Disruptive Behavior

Disruptive behavior and illegal activities (excessive noise, profanity and or illegal activities) are prohibited and constitute grounds for terminating the room reservation and will result in your organization being removed from the premises. If such behavior continues you will not be approved for future meetings/activities.

Any non-compliance with these requirements or those in place by the State, County, and/or City of Dallas will result in the reservation being suspended. Patrons who fail to adhere to these requirements will be required to leave the property.

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: _____

Please bring your copy of this form the day of event for security purposes.

Approved:

Not approved:

Signature:

Date:

Please bring your copy of this form the day of your event for security purposes.

Revised 6/08/20