

# MEETING ROOM RESERVATIONS

MLK Jr. Community Center

Phone: 214-670-8418 Fax: 214-670-8501

APPLICATION MUST BE COMPLETED IN FULL, WITH IDENTIFICATION ATTACHED

APPLICATION DATE: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

Staff

AGENCY / DEPARTMENT NAME: \_\_\_\_\_

CONTACT: \_\_\_\_\_ TITLE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

TYPE OF ACTIVITY: \_\_\_\_\_ # PARTICIPANTS EXPECTED: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

ROOM(S) / AREA REQUESTED: MLK, JR. COMMUNITY CENTER

\_\_\_\_ ACTIVITY ROOM A- (50)

\_\_\_\_ ACTIVITY ROOM B- (50)

\_\_\_\_ ROOM 135- (20)- After 5:00 p.m.

\_\_\_\_ LOBBY- (150)

\_\_\_\_ PUBLIC BREAK ROOM- (125)

\_\_\_\_ ROOM 147F- (12)- City Employees Only

## SECURITY:

Security service is required for special after-hour events 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: \_\_\_\_\_

Please bring your copy of this form the day of your reservation for security purposes. Please note that room locations are subject to change without notice.

**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. 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.

**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: _____

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