

# MLK Center Rental Application + Policies

info@wilmingtonrecreation.com / 910.341.7866



The MLK Center has various spaces available to rent when there are no scheduled programs. The use of meeting rooms includes tables and chairs for indoor use only. If the kitchen is needed for rental, interested parties must complete the *MLK Center Kitchen Rental Application*. The City of Wilmington, hereinafter referred to as “City,” has priority scheduling of the facility or kitchen for programs, events and activities. Reservations times include event set-up and breakdown. Rental spaces are available to the public, groups, businesses and individuals by reservation on a first-come first served basis. Reservations must be made at least three (3) weeks in advance of the event. The requested date will not be held without payment. Applications are a request for use and do not guarantee a reservation.

Completed applications may be submitted online, in person or by email.

- Email: Mary Jones, [mary.jones@wilmingtonnc.gov](mailto:mary.jones@wilmingtonnc.gov)
- Drop off in-person to 401 S. 8<sup>th</sup> St., Wilmington, NC 28401
- Online: [here](#)

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**Name:** \_\_\_\_\_ **Organization(s):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Event Details:**  Private/For-Profit  Non-Profit  Open to the public  Street closure required

Vendors: Vendor fee?  Yes  No  Admission fees / sales  Previously held

**\*10% of fees and gross sales collected must be received by the City the Monday following the event.**

**Requested Date:** \_\_\_\_\_ **Requested Time:** \_\_\_\_\_

**Number of Participants:** \_\_\_\_\_ **Number of Staff:** \_\_\_\_\_

**\*\*City may require police/licensed security for any event.**

**Desired Location:**  Athletic Field  Gym  Meeting Room  Open Space  Shelter  Kitchen

**\*\*\*Rental of kitchen requires completion of Kitchen Rental Application.**

**Event Description:** \_\_\_\_\_

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*I understand and agree that all the information provided is complete and accurate. City staff retain the right to cancel an event if the submitted information is inaccurate, or to call police related to any safety issues.*

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# MLK Center Fee + Policy Acknowledgement

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## FEE SCHEDULE

RENTAL SPACE	NON-PROFIT RATES <i>(501c3 documentation due at time of reservation)</i>	PRIVATE / FOR-PROFIT RATES
Gymnasium	\$40/hour \$100 Refundable Deposit \$25 Administrative Fee (non-refundable)	\$75/hour \$100 Refundable Deposit \$25 Administrative Fee (non-refundable)
Meeting Room	\$20/hour \$100 Refundable Deposit \$25 Administrative Fee (non-refundable)	\$35/hour \$100 Refundable Deposit \$25 Administrative Fee (non-refundable)
Picnic Shelter (4-hour blocks) 9AM – 1PM or 2PM – 6PM	\$20 City Resident \$25 Non-city Resident No deposit required	\$30 No deposit required

## POLICIES + PROCEDURES FOR RENTALS AT THE MLK CENTER

### Organization Status

*Non-profit* status will be designated to 501c3 organizations. Documentation must be submitted and approved at the time the reservation is made.

*Private* status will be designated to private individuals hosting family reunions, birthday parties, etc.

*For-profit* status will be designated to all businesses/organizations that charge admission fees or generate sales revenue.

### Fees

**For use of the gymnasium or meeting rooms, 50% of the rental fee is due at the time of the reservation with an approved rental application to reserve specific dates.** The fee paid at the time of the reservation being made is non-refundable and applicants will receive household credit for funds paid. Final payment for the reservation, which is non-refundable, must be made **one week** prior to rental. See “*Cancellations*” section for exceptions.

If fees, dues, and/or admissions are charged/solicited, or if merchandise is sold, the renter must pay 10% of the gross revenue collected to the City of Wilmington. The renter will submit an itemized statement of admissions or fees collected within 24 hours or on the Monday following a weekend rental.

### Terms of Use

All rental spaces are available for at least four (4) hours, up to eight (8) hours, including the time needed to set up and breakdown. All dates and times stated on the application will be strictly enforced. The rental includes only the space requested. Use of the kitchen requires a separate application. Areas of the Center not being rented shall remain open to the public.

Storage of equipment before or after an event is not allowed. The city will not accept any responsibility for the security and safety of any equipment brought into the Center. The city is not responsible for personal belongings left in rooms following rental.

The city may deny the use of facilities to any group whose proposed activity is illegal or poses a significant threat, risk of damage or danger to the facility, people in attendance or other park/facility users. City staff reserves the right to dismiss any patron exhibiting disorderly conduct on city property. In addition, any event that is deemed unsafe or disorderly will result in the termination of said event.

No smoking is allowed in or around the Center.

**Important Notice:** Alcoholic beverages are not permitted on the premises. Failure to comply with this restriction will result in loss of rental deposit.

### **User Responsibilities**

The user shall be responsible for any damage to the premises beyond normal wear and tear. The rental party is responsible for all set-up and cleaning of the area(s) rented. After your rental is complete, staff ask that the room be returned to its original state. Renters are responsible for removing trash from the rented area, including picnic shelter. The dumpster is located at the rear of the building. Center staff will provide parties with bags and large trash cans. *Be advised that failure to adequately clean up the rented area(s) will result in the loss of rental deposit.*

### **Cancellations**

If an individual/organization cancels the event, all fees paid, except \$25 administrative fee, will be credited to the household account if there is 48 hours' notice. If the City cancels an event due to inclement weather or other state of emergency all fees and deposits will be refunded. *The City reserves the right to cancel an event if payment is not made in full at least one week prior to the event.*

### **Food / Beverages**

Renters must provide their own food. All rentals will be responsible for providing warmers – if use of kitchen is not included – silverware, plates, cups and other utensils necessary for the service of food.

### **Prohibited Equipment / Facility Modifications / Decorations**

Permanent alterations of the facility in any way are prohibited. No bolts, screws or nails shall be placed in or on the walls, floors or any fixture, indoors or outside. All decorations are to be provided by the rental party. Three (3) major restrictions apply to the use of decorations:

1. While candles can be used as decorations, the burning of these items is NOT permitted on city property.
2. **No** decorations should be hung on the walls.
3. Decorations that may fade or run if they get wet are not to be used. Glitter or like items that are difficult to clean up cannot be used.

### **Dances / Teen Parties**

Fee-based dances hosted by outside organizations and/or teen parties/functions will be limited to one per month. Current picture identification and security checks are required at the door of any such event. People without proper identification will not be admitted into the building for any reason. In addition, people over the age of 18 will not be permitted to enter any teen function unless they are working as a chaperone or is a Recreation staff member.

As a part of the rental agreement, the rental party must provide adequate security for any fee-based dance or teen function. "Adequate security" is defined as a minimum of two (2) officers for every 50 patrons

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participating in said function. The City of Wilmington Police Department, New Hanover County Sheriff's Office, and private security agencies may be used to fulfill this requirement. It should be noted that any private agency used to provide security is legitimate and licensed to do business in the City of Wilmington. All financial obligations incurred for such security are the responsibility of the rental party and are not included in the rental fees.

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## ACKNOWLEDGEMENT OF POLICIES

By signing below, I acknowledge that I have fully read and understand the policies and procedures for use of any rented spaces at the MLK Center.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### Staff use only

Received by: \_\_\_\_\_

Approved

Denied

Deposit

Date: \_\_\_\_\_