

**MARTIN LUTHER KING, JR.
RECREATION CENTER**

THE PUBLIC MAY RENT THE MARTIN LUTHER KING RECREATION CENTER, WHEN NOT IN USE FOR CITY SCHEDULED EVENTS. IN ORDER TO SERVE THOSE WHO USE THE FACILITY, FEES MUST BE CHARGED AND THE FOLLOWING REGULATIONS MUST BE OBSERVED:

RESERVATIONS

1. Reservations must be made thirty days in advance for use of the Centers.
2. Minors cannot reserve the Center. Where minors will be present at a function, adults must also be present.
3. No admission charge is allowed without written consent of the Mayor of the City of Wetumpka, Alabama. A 30 day minimum notification is needed prior to the scheduled event. **Failure to notify the City of admission charge will result in forfeiture of deposit and denial of future use of city owned facilities.**
4. The rental fee must be paid to hold the date desired. This rental fee must be paid at the time the reservation is made.
5. The deposit will be returned within 10 days after function, provided there is no damage or breakage to the City owned facility or its contents, and that all rules and regulations governing its use have been observed.
6. Should a function be cancelled, the City requires thirty days advance notice. If notice has not been given within thirty days a \$30.00 fee may be charged.
7. Delivery and decorating times must be included in the reservation time. If decorations are placed in the building prior to rental date, deposit will be forfeited.

CASH DEPOSIT OF \$300.00 IS REQUIRED
RENTAL FEE FOR USE OF THE MLK CENTER IS \$115.00

The following rental fees are required for use of the Center; the fee is due when application for use is filled out.

ROOM CAPACITY IS 150 FOR THE MLK CENTER
MLK RECREATION CENTER IS A NON-SMOKING NON ALCOHOL FACILITY

RULES AND REGULATIONS

City employees are not responsible for loading or unloading equipment, supplies or decorations to be used by the Renter, Caterer, Disc Jockey or Band.

The City is not responsible for any equipment, decorations or supplies left at either of the Centers. All equipment, decorations and supplies are to be removed from the Center immediately after the function is over. If said items are left until the next day, the Renter shall be charged for another day of use of the Center. The rental and use of the MLK Recreation Center will be from 8:00 A.M. until 5:00 P.M. If the tenant uses the premises at times other than those mentioned the security deposit shall be forfeited.

After using the Center, the Renter must:

1. Take down and remove all decorations, equipment and supplies from building.
2. Wipe all tables clean
3. Clean up any spills on floor and mop.
4. Pick up and bag all litter, put garbage in dumpster.
5. Turn off all lights, heating and/or air conditioning
6. Clean all bathrooms and kitchen
7. Replace and/or repair any damaged property
8. If for any reason you cannot fulfill all the above listed requirements; you must notify the Wetumpka Police Department at (334)567-5321 as soon as the building is vacated.
9. Return all keys to City Hall on the following business day. Deposits will be mailed to tenant after inspection is completed and approved by the Mayor of the City of Wetumpka.

City Employees will:

1. Provide plastic trash bags for litter
2. Inspect the building
3. Will notify City personnel if the deposit is to be refunded or forfeited.

KITCHEN USE

1. The kitchen and any of its equipment or supplies may not be used unless the Center has been reserved and the fee paid.
2. Use of icemaker is allowed however, the city of Wetumpka is not obligated to provide ice for any function, group or caterer.
3. Complete meals cannot be cooked in the kitchen. The stove is to be used for warming or last minute browning. Caterers must prepare food to be served at some other location.
4. Do not remove any kitchen supplies or equipment from the building. If equipment or supplies from the kitchen are to be used in any other part of the building, they must be returned to the kitchen, washed and in proper place.
5. Do not pour grease down the sink, or put food down the drain. Garbage cans with plastic liners are provided in the kitchen for food disposal.
6. Renter must wipe all counters clean. Wipe up any spills on stove, in oven or in refrigerator. Wash all dishes etc., dry and return to their proper place. Clean sink. Wipe up any spills on floor. Sweep up any loose debris. Bag any garbage, trash or litter.

NOISE ORDINANCE 96-7

1. Violation of noise ordinance 96-7 will result in forfeiture of deposit. A copy of ordinance is available from city personnel.