

Approved _____
Disapproved _____
Mayor's Signature _____
Date _____

**APPLICATION FOR USE OF THE
MARTIN LUTHER KING, JR. CENTER**

Date of Function: _____

Name of Applicant/Business or
Organization: _____

Function: _____

First Contact Name: _____ DOB: _____

Driver's License #: _____

Applicant's Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ E-mail Address: _____

Second Contact Name: _____ Phone Number: _____
(These persons are responsible for insuring that all laws, ordinances, and lease rules are followed).

Estimated No. of Attendees: Adults: _____ Minors: _____

APPLICATIONS WILL NOT BE APPROVED UNLESS ALL OF THE ABOVE
INFORMATION IS FULLY AND ACCURATELY COMPLETED

Should the function be cancelled by the Applicant, the City requires a 10 day notice. There is a
\$115 rental fee and a \$300 deposit required for all rentals.

\$300 CASH DEPOSIT REQUIRED FOR ALL RENTALS

RENTAL FEES:

\$115 rental fee
\$300 refundable deposit (cash)

Failure to clean up after function, or any disturbance or complaint which requires Law Enforcement personnel to respond on the premises, including the parking area, could result in forfeiture of deposit.

No admission charge is allowed without written consent of the Mayor of the City of Wetumpka. Failure to notify the City of admission charge will result in forfeiture of deposit.

The City of Wetumpka retains the right to deny future use of this facility and/or any other City owned facility, to any applicant or attendee due to improper usage and/or failure to observe all rules and regulations.

By signing this application, I acknowledge I have read and understand the Rules and Regulations for use of the Martin Luther King, Jr. Center. I certify that I am leasing this facility for a civic or social function and no commercial activity (that is the buying or selling of goods or services) shall be allowed. I further agree to be personally responsible for ensuring that all attendees abide by the rules, regulations, laws, and ordinances of the City of Wetumpka and the State of Alabama. I further agree that I will personally be present at all times during the event and failure to stay on the premises could result in a forfeiture of the deposit. I further certify that I will not allow anyone to charge for attendance of this event unless prior approval has by given by the Mayor of the City of Wetumpka, Alabama. I understand this agreement may be terminated by the City of Wetumpka at any time if the City requires the building for official use. While we understand this may be an inconvenience to the renter, the City will do all it can to help arrange another venue or date for your event.

Executed on this the ____ day of _____, 20____.

Applicant's Signature

Phone Number

Applicant's Name (Printed)

E-mail Address

Lease Agreement

Martin Luther King, Jr. Center

This lease agreement is made on this the _____ day of _____ 20____ by and between the City of Wetumpka, Alabama and _____ hereinafter collectively referred to as the tenant.

1. The property that the subject of this lease is the Martin Luther King, Jr. Center located at 200 Lancaster Street, Wetumpka, AL 36092.

2. The tenant shall pay the landlord \$_____ to be paid in advance for the rental and the use of the leased premises from 8:00 am on the _____ day of _____ 20____ until 5:00 pm. The premises are to be used only during the above date. If the tenant uses the premises at times other than those mentioned above, whether the use is for decorating, setup or clean-up, there shall be an extra charge of \$300.00, per day.

3. Prior to occupation of the premises, the tenant shall pay the landlord the cash sum of \$300.00 as the security deposit for the tenant's performance of this lease and for any damages caused to the premises by the tenant, his family, visitors, invitees, and/or guests. In order to receive the security deposit back, the following but not limited to specific things, which are by the way of example and not intended to limit the responsibilities of the tenant:

- Return all tables and chairs to the proper place. Replace and/or repair any damaged property. Return all keys to City Hall by the next business day.
- The function must have remained peaceful and without the necessity of the intervention of law enforcement officers.
- Leave all trash tied and store in kitchen area; we will dispose of all trash.
- An investigation must reveal that there has not been no charge for attendance at the event.
- Be in full compliance with the provision of this lease.

4. The tenant agrees that the landlord is not responsible, nor will the landlord be liable for damages the person or property of the tenant, his family, visitor, invitees or guests for any reason whatsoever. Further, the tenant shall indemnify and hold the landlord harmless from all damage to the person of property occurring on the premises during the lease period.

5. The tenant agrees not to use the premises for private fund raising and thus, no fees will be charged for attending the function unless pre-approved by the Mayor of Wetumpka, Alabama. A thirty (30) day notification must be made.

6. The premises shall not be used to serve alcoholic beverages. The tenant agrees to keep the premises in good order and left in clean and proper condition.

7. The tenant agrees to keep the premises in good order and left in clean and proper condition.

8. The tenant represents to the City of Wetumpka that _____ is authorized to receive any security deposit back to tenant.

Executed on this this _____ day of _____, 20____.

Applicant's Name (Printed)

Applicant's Signature