

**The Martin Luther King Jr. Family, Arts, Mentoring, & Enrichment
Community Center
Building Use Policy and Fee Schedule**

Mission Statement

Empowered to Develop and Promote Social, Cultural, Economic & Community Service
For
Youth and Adults

PREFACE

A group of dedicated, community-driven citizens, under the direction of Dr. Carey G. Anderson, got together and developed a plan to convert The Martin Luther King Elementary School into a community center. The committee was comprised of :

*Mabel Alexander/Faye Brown/Dr. Norward Brooks/Theresa Marie Floyd/Ronald Flynn/Horace Foxall/
Theodore Howard/Cecilia Kirksey/Marcus Price/Simeon Rhoden/Bettye Scott/Frances Stephens
Nancy Stephens-Saunders/Iva Tolliver*

From this plan were formed The Martin Luther King Jr. Family, Art's, Mentoring, & Enrichment (The MLK F.A.M.E. Center) Community Center. A non-profit organization whose sole purpose is to provide facilities for the residents (permanent residents and nonresident taxpayers) of the greater King County communities and to engage in recreational, social, educational, cultural, community service, civic, and governmental activities. The Center should provide opportunities for persons of all ages, races, and culture and ethnic groups to participate in a wide range of programs that educate and stimulate the public, enhance self-confidence, and promote mental and physical health.

The MLK F.A.M.E. Center Use Policy (DRAFT)

Purpose of Policy: This policy establishes the regulations for scheduling and use of The Martin Luther King Jr. Family, Art's, Mentoring, & Enrichment Community Center.

Introduction

The **MLK F.A.M.E. Center** is operated by the policies and guideline established by the Center's Board of Directors. The Community Center will serve as the location of the FAME Child & Family Center Administration Offices and will also be available for general community use. The facility contains several meeting, conference, and craft room areas and two "special use" (Please Refer to addendum; Facility Proposal) areas.

The Board of Directors recognizes the desirability of having the Community Center used as much as possible by residents and community groups. This policy promotes the active use of the Community Center while establishing priorities for use of the facilities and outlining scheduling procedures and guidelines. It also sets reasonable rules and regulations for use of the facility.

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USAGE

- Unless otherwise specified in accordance to the purchase covenant, The MLK F.A.M.E. Community Center is available for public meeting purposes such as, but not limited to, municipal orientated groups, city councils, boards/commissions, committee/focus groups, or other municipal related activities.

- Unless otherwise specified in accordance to the purchase covenant, The Community Center is available for other public and private meetings across the broad spectrum of civic related activities including, but not limited to, service, social, fraternal, or other organizations which provide service and support to the community at large.

- Unless otherwise specified in accordance to the purchase covenant, The Community Center is available for private parties, weddings, reunions, chamber business meetings, and certain other enterprises for benefits, banquets, fund raisers, sports shows, home shows, festivals, dances, etc.

NOTE: Sub-contracting any rented area of the building is NOT allowed.

BUILDING USE FEES (Gymnasium/Auditorium & Kitchen Area/Play Court/Room)

• Individuals who hold a membership at The MLK FAME Community Center will qualify for the rates below:

All Room Day Usage	\$150 per day (exceeds 3 hours)
Gymnasium/Auditorium & Kitchen Area/Play Court	\$25 per hour
Meeting Rooms	\$15 per hour

NOTE:

Youth and Groups who serves as Youth below the age of 18 shall not be charge during these times:
Times 2pm – 10 pm Mon – Friday
7:30am – 6:30pm Sat & Sun

• Non MLK FAME Community Center Members:

All Room Day Usage	\$375 per day (exceeds 3 hours)
Gymnasium/Auditorium & Kitchen Area/Play Court	\$35 per hour
Meeting Rooms	\$25 per hour

NOTE:

Youth and Groups who serves as Youth below the age of 18 shall not be charge during these times:
Times 2pm – 10 pm Mon – Friday
7:30am – 6:30pm Sat & Sun

Rooms designated for youth and youth groups, based on the covenant agreement, will be charged half priced of the specific room rate; provided the organization or group is not charging a fee.

* There will be an additional charge of \$75.00 for any event which involves alcoholic beverages

* Refundable Security/Damage/Cleaning Deposit must be paid 1 week in advance: \$250 (If there's damage, renting parties will be billed for the damage, however any amounts exceeding \$250.00, will be billed)

General Information Regarding Use of the Community Center

Scheduling Procedure

1. Groups or individuals wishing to use the Community Center facilities should make arrangements through the facilities staff or the Executive Director. Prior to scheduling outside groups, the facilities staff will first follow the procedures that define scheduling policies and procedures.
2. Scheduling the facility will be on a first come-first served basis. Members may reserve the facilities as much as 12 months in advance. Non-members, individuals and groups may only reserve the facilities as much as 6 months in advance. However, once an activity has been scheduled, it cannot be replaced by a higher priority group unless an acceptable alternate space can be arranged.
3. Members may not reserve a room or facility for non-members.

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4. The facilities staff may limit the number of dates an individual or group may reserve in advance to ensure that one group does not dominate use of a particular room or facility.

Supervision, Damage, and Liability

1. Every group or individual using the facility, the signer of the contract must be 21 years or older. Any person under the age of 21 will require a cosigner 21 or over.
2. The organization or user group will assume full responsibility for the groups' conduct and for any damage to the building or equipment. The MLK F.A.M.E. Community Center reserves the right to assign supervisory staff or maintenance personnel at an additional cost to the user if it is necessary because of the type of function or activity that is scheduled.
3. Free standing and table decorations are allowed. Wall decorations are NOT allowed. Tape, tacks, nails, or staples will damage the surface of the walls. Decorations of any kind are PROHIBITED from hanging from the ceiling, sprinkler heads or lights of the facility. Decoration plans and/or the use of any equipment, belonging to an organization must be requested and approved at the time an application is made to reserve the space. Any decorations or equipment must be removed immediately after the meeting or activity unless other arrangements are made with the facility Executive Director. MLK F.A.M.E. Community Center will not assume liability for loss or damage belonging to an organization or group. Storage of equipment in the Community Center is not permitted, however lockers are available for rent.
4. All organizations, groups or individuals using the Community Center may be requested to sign a waiver of liability on a form provided by MLK F.A.M.E. Community Center and provide a Certificate of Insurance as proof of liability coverage.

Room Regulations

1. Unless other arrangements are made, hours of operation are:
7:30 a.m.–10 p.m., Sunday–Thursday
7:30 a.m.– 10pm Friday and Saturday (17 times a year may be extended to 12am)
2. Disorderly conduct of any kind is prohibited.
3. Any damage to facilities or equipment must be reported immediately to the staff on duty.
4. Rooms and areas must be cleaned and left in an orderly condition. If additional effort beyond our normal cleaning is required, a fee for personnel costs associated with the cleaning may be added.
5. Smoking is prohibited in all areas and smoking laws are compliant to the Seattle smoking laws.
This building and grounds is designated as smoke and drug free facility.
6. Any organization, group, or individual reserving a facility will be fully responsible for any damage to the building or equipment and any unlawful acts.
7. Gambling of any nature is prohibited, except for approved gaming, authorized by the Executive Director and local laws.
8. Aerobics, exercise classes, or other athletic activities will be permitted, however MLK F.A.M.E. Community Center is not responsible for injuries in result of the class.
9. Meetings and activities should be confined to the areas reserved for their use. Room assignments should not be modified without the approval of the facility's staff.
10. All applicants using the Community Center Kitchen must meet with the Executive Director.
11. If deemed necessary by the Executive Director, Police supervision may be required and must be paid for by the user.

Fund Raising Activities (exchange of money)

The MLK F.A.M.E. Community Center will allow fundraisers; however the event must be approved by the Executive Director and the Board of Directors.

If an event is to be a fund raiser whether it is by charging admission, selling articles, advanced sale or any other means of collecting monies for fund raising, the group conducting this fund raiser will be charged the full rental rate. In addition, the group may be required to show they are non-profit.

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Cancellation

MLK F.A.M.E. Community Center reserves the right to cancel any activities or events in the case of natural disaster, Act of God, etc.

Violation of Rules

Violation of these rules may result in the denial of future use of the Community Center. Denial of use does not exempt violators from possible prosecution under applicable City ordinances, State or Federal laws.

Special Use Areas (Gymnasium/Auditorium & Kitchen Area/Play Court/Meeting Rooms)

These areas are ideal for a variety of functions including large meetings, performances, anniversary parties, family reunions, company parties, conferences, and wedding receptions and can be used as individual rooms and rented simultaneously.

1. Reservations and Hours

Gymnasium

The gym will be permitted for uses and the activities that are intended for, designed for, classified as, or for activities conducted in a manner that does not compromise public safety or gym quality and integrity. This policy is governed by the Executive Director and staff of the facility.

- When can it not be reserved for rent:

Unavailable Times:

2:30pm – 10pm	Mon – Fri
7:30am – 3:30pm	Sat & Sun

Unavailable Summer Times:

7:30am – 3:30pm	Sun - Sat
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Auditorium & Kitchen Area

- When can it not be reserved for rent:

Unavailable Times:

2pm – 10pm	Mon – Fri
7:30am – 3:30pm	Sat

The Covered Play Court Area

The covered play court area will be permitted for uses and the activities that are intended for, designed for, classified as, or for activities conducted in a manner that does not compromise public safety or quality and integrity. This policy is governed by the Executive Director and staff of the facility.

Unavailable Times:

2:30pm – 10pm	Mon – Fri
7:30am – 3:30pm	Sat & Sun

Unavailable Summer Times:

7:30am – 3:30pm	Sun - Sat
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Meeting Rooms

- When can it be reserved?
- Are there any special conditions for this space?

Room setup and Decoration(s)

1. Unless other arrangements are made, room setup must be done on the day of the event. Plans for decorations must be coordinated and approved by the Operations Manager prior to the day on which the event takes place. Decoration of the room will be arranged so as not to inconvenience any other groups or cause damage to the facility. Tape, tacks, glitter, confetti, ceiling decorations, etc. are not allowed. The only candles that are permitted are those that are self-contained.
2. For any organizations or groups using this facility for special activities or events such as family reunions, banquets, wedding receptions, etc., the person who reserves the facility, is responsible to make an appointment with the Executive Director or the Board of Directors at least one 1 week prior to the event to review room setup requirements, pay the full reservation fee, and submit a

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damage deposit. Failure to perform this may result in cancellation with no refund of the reservation deposit.

3. All deliveries will be in accordance with the instructions discussed at the time of the final floor plan overview.

Events Involving Alcohol

1. Alcohol: (Beer, wine and champagne) may be served at activities and events held in the Auditorium & Kitchen Area Only. These beverages must be provided by the organization, group, or person hosting the activity or event.
2. No compensation of any nature may be exchanged for Alcohol. This includes donations, advance sale tickets and tips.
3. Alcohol may only be served until 10:45 p.m., Sunday–Thursday evenings, and 12:45 p.m. on Friday and Saturday evenings.
4. All parties consuming Alcohol in the Community Center must be required to conform to all City and State liquor laws.
5. In activities or functions where Alcohol is served, the MLK F.A.M.E. Community Center may require the organization or group to hire a Police officer for all or part of the event.

Other Beverages

Any non-alcoholic beverages planned to be served at the event must be approved by the Facilities Manager.

Use of the Kitchen Area/Food Service

1. The kitchen is considered a part of the Auditorium and is available for use with a reservation. Plans to use the kitchen must be confirmed at the time of reservation.
2. If the kitchen area is used, it must be cleaned and left in an orderly fashion. This involves washing and replacement of any of the kitchen equipment or utensils that are used.

Cancellations

Deposits made for Community/Dining Room reservations are not refundable. MLK F.A.M.E. Community Center reserves the right to cancel any reservation if contracts are not signed and returned by the date due.

FAME Child & Family Center Administration Offices

This area will primarily serve for the sole operations of its administration and is off-limits (With the exception of the Computer Lab) to the general public.

Video, Computer & Equipment Use

MLK F.A.M.E. Community Center is equipped with technical equipment that can be used for various functions. Groups or organizations that would like to use the equipment or have their meetings or functions taped should make arrangements through the Operations Manager. There will be an additional cost for this service.

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Application for Community Center Usage Permit

This form is required for all community center recreation facility reservation requests

Date Application Submitted: _____

Individual/Group Making
Application: _____

Address: _____

City/State/Zip
Code: _____

Phone: _____

E-mail: _____

Area Requested: Gymnasium Auditorium Kitchen Play Court
Meeting Room 1 Meeting Room 2 Meeting Room 3

Date(s) of Requested Use: _____

Arrival Time: _____ Departure Time: _____

Note: Any set-up and cleaning time must be included in the reservation period.

Description of Proposed Activity:

Expected Maximum Attendance: _____

Indicate if the proposed activity involves any of the following:

Fundraising Admission Fees Entry/Registration Fees Selling of
Concessions/Merchandise Any Marketing/Sales Activities

Will the activity or event be advertised or promoted to the public?

Yes No

If so, please attach a copy of any press release, flier or hand-out associated with the event.

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All applications for the reserved use of a community center are subject to approval by the Executive Director or his/her designee, based on compliance with The MLK FAME Community Center policies and the availability of facilities and staff.

Some activities may require additional staff or security, and additional fees may apply. By signing below, the applicant agrees to adhere to all policies, facility rules and established fees.

Applicant Signature: _____

Date: _____

-----Below for official use only-----

Accepted and Approved by the Executive Director Disapproved

Executive Director: _____

Date: _____

The MLK FAME Community Center does not discriminate on the basis of age, race, sex, color, national origin, religion, or disability in admission to, access to, or operations of its programs, services, or activities.