



Name of Group \_\_\_\_\_

Contact Name \_\_\_\_\_ Purpose of Rental \_\_\_\_\_

Street, City, State, Zip \_\_\_\_\_

Phone(s) \_\_\_\_\_ E-mail \_\_\_\_\_

Dates Requested \_\_\_\_\_ Times Requested \_\_\_\_\_

Areas Requested     Gym     Aux Gym     Cafeteria     Game Room

Indoor Rentals Only     Tables, # Needed: \_\_\_\_\_     Chairs, # Needed: \_\_\_\_\_

Notes \_\_\_\_\_ # of Participants    *Children* \_\_\_\_\_

\_\_\_\_\_ *Adults* \_\_\_\_\_

Will admission be charged?     Yes     No    *Spectators* \_\_\_\_\_

Boys & Girls Club's approval signature \_\_\_\_\_

Staff Assigned to Event \_\_\_\_\_

**RULES**

- Minimum 2-hour rental
- For rentals 3 hours or longer, a non-refundable, 50% deposit is required. If more than one date is required, this non-refundable, 50% deposit is required for every rental date
- Rental starts when renter enters the building for set up and ends when renter leaves after cleaning up.
- Staff fee starts 30 minutes before renter arrives and ends 30 minutes after renter leaves, unless otherwise specified
- Renter is solely responsible for the complete set up and clean up of event. An additional \$25 per hour fee will be charged to your group if the facility is not cleaned properly
- Renter is responsible for any damage to the Boys & Girls Club facility and property due to the renter's negligence
- Renter will be charged a \$25 no-show fee if renter does not speak with staff to cancel a rental
- No food or beverage allowed in carpeted areas
- Sale of food and beverage not permitted without written consent
- Children and alcohol functions not allowed at the same time
- The Club will not be responsible for lost or stolen items
- The Club will not be responsible for any injuries unless the injuries are due to the Club's negligence.
- The Club may require a Certificate of Insurance for certain activities
- Tables may be rented for \$10 per table, chairs may be rented for \$1 per chair. No other equipment is available.
- **Safety Information:** In the event of a fire, the double doors in the hall outside the gym will automatically close. Exit through the gym.
- **ALL INDIVIDUALS MUST BE OUT OF THE BUILDING by the end of your contracted rental time to avoid additional fees.** For example, do not end your party or practice at the end time of your rental—plan for enough time to clean up and leave the premises.

**Notes**

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<b>Fees – Building (To be completed by club staff)</b>			
Gym - \$50 x .....	_____	Hours =	\$ _____
Other Rooms - \$25 x .....	_____	Hours =	\$ _____
Deposit .....			\$ _____
Subtotal .....			\$ _____
<i>Building fee starts when renter arrives and ends when renter leaves. Paid to Boys &amp; Girls Club of the Lower Naugatuck Valley. 2-hour minimum rental.</i>			
<b>Fees – Staff</b>			
Staff - \$25 x .....	_____	Hours =	\$ _____
<i>Staff fee includes 30 minutes before renter arrives and 30 minutes after renter leaves. Mandatory. Paid to staff working the event.</i>			
<b>Balance Due</b>			
<b>Building Rental Balance Due:</b>			\$ _____
<b>Staff Fee Due (Paid to staff working the event):</b>			\$ _____
<b>Date Paid</b> _____ / _____ / _____	<b>Amount</b> \$ _____	<input type="checkbox"/> Cash	<input type="checkbox"/> Check # _____
<b>Certificate of Insurance Required?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Date Received</b> _____ / _____ / _____		

Renter's Printed Name (please print neatly) \_\_\_\_\_ Rental Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Renter's Signature \_\_\_\_\_

*We agree to obey all the rules as stated in this Rental Agreement*