



Name of Group _____

Contact Name _____ Purpose of Rental _____

Street, City, State, Zip _____

Phone _____ E-mail _____

Dates Requested _____ Times Requested _____

Rooms Requested _____ # of Participants Children _____

Equipment Requested (see fees below) _____ Adults _____

Will admission be charged? Yes No Spectators _____

Boys & Girls Club's approval signature _____

Staff Assigned to Event _____

Rules

- Minimum 2-hour rental
- 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 the event. An additional fee of \$25 per hour will be charged to your group if the facility is not cleaned properly.
- Renter is responsible for any damage to 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
- No smoking, illegal activities, use of illegal substances allowed
- Children and alcohol functions not allowed at the same time (Certificate of Insurance required)
- 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, and 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.
- All policies of the Boys & Girls Club of the Lower Naugatuck Valley must be adhered to at all times
- **Safety Information: In the event of a fire, the double doors in the hall outside the gym will automatically close. Exit through the gym or exit through the Emergency door next to the kitchen.**
- **Effective September, 2020 – See Attachment A, Additional Rental Protocols. Attachment A must be signed and returned with this Rental Agreement.**

Fees – Building		<u>Building</u>
Gym - \$50 x _____	Hours = _____	_____
Other Rooms - \$25 x _____	Hours = _____	_____
Subtotal		_____
<i>Building fee starts when renter arrives and ends when renter leaves. Paid to Boys & Girls Club LNV.</i>		
Fees – Staff		<u>Staff</u>
Staff - \$25 x _____	Hours = _____	_____
Staff COVID Cleaning Fee		\$25
Subtotal		_____
<i>Staff fee includes 30 minutes before renter arrives and 30 minutes after renter leaves. Mandatory. Paid to staff working event.</i>		
Balance Due:		<u>Building</u> <u>Staff</u>

Certificate of Insurance Required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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 building.

Renter's Printed Name (please print neatly) _____

Renter's Signature _____

We agree to obey all the rules as stated



Rental Agreement Attachment A

Additional Rental Protocols

Effective September, 2020

Required for all rentals:

- Certificate of Insurance
 - Naming the Boys & Girls Club of the Lower Naugatuck Valley Lower Naugatuck Valley as Additional Insured
 - Your rental dates must be included in the insured period
 - Due no later than 48 hours before your rental start date
- Parents/spectators are not allowed in the building under any circumstances
- Workouts and practices only, no organized games, for example, anything requiring referees, score keeping, etc.
- \$25 Disinfecting & Sanitizing Charge added to staff fee. Assigned rental staff will be responsible for:
 - Sanitizing and disinfecting all touch points on exterior gym entry doors prior to renter's arrival and upon departure
 - Sanitizing and disinfecting interior gymnasium doors and restroom touch points
 - Cleaning and sanitizing restrooms prior to renter's arrival and upon departure

In addition, the following rules will be followed by the renter and the assigned Boys & Girls Club rental staff:

- Renters will only have access to the gymnasium and must enter through one dedicated entry point
- Renters will have two dedicated restrooms (one men's and one women's)
- Boys & Girls Club assigned rental staff will only interact with or enter the renter's dedicated area if needed and, if so, will wear a mask at all times when interacting with said renter

This Rental Agreement Attachment A must be signed and returned with completed Rental Agreement no later than 48 hours before your rental start date.

Attached to Rental Agreement for (name of group) _____

Date of Rental _____

Renter's Printed Name (please print neatly) _____

Date _____

Renter's Signature _____

We agree to obey all the rules as stated