Name of Group ____________________________________________ Purpose of Rental ________________________________

Contact Name ___________________________ Phone(s) ___________________________ E-mail ___________________________

Street, City, State, Zip ___________________________ 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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**Fees – Building** (To be completed by club staff)

Gym - $50 x .................   ___ Hours = $ ________
Other Rooms - $25 x .................   ___ Hours = $ ________
Deposit ...........................................   $ ________
Subtotal ...........................................   $ ________

*Building fee starts when renter arrives and ends when renter leaves. Paid to Boys & Girls Club of the Lower Naugatuck Valley. 2-hour minimum rental.*

**Fees – Staff**

Staff - $25 x ..................   ___ Hours = $ ________

*Staff fee includes 30 minutes before renter arrives and 30 minutes after renter leaves. Mandatory. Paid to staff working the event.*

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**Balance Due**

**Building Rental Balance Due:** $ ________

**Staff Fee Due** (Paid to staff working the event): $ ________

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Date Paid / / Amount $ ________  ☐ Cash  ☐ Check # ________

Certificate of Insurance Required?  ☐ Yes  ☐ No  Date Received / /  

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