RAYMOND P. LAVIETES UNIT (SHELTON)
RENTAL AGREEMENT

Name of Group ________________________________ Purpose of Rental ________________________________
Contact Name ________________________________ Phone ________________________________
Street, City, State, Zip ________________________________ E-mail ________________________________
Phone(s) ________________________________ Times Requested ________________________________
Dates Requested ________________________________ Areas Requested

☑ Gym ☑ Aux Gym ☑ Cafeteria ☑ Splash Pad & Pavilion

Indoor Rentals Only

☑ Tables, # Needed: ________ ☑ Chairs, # Needed: ________

Notes ____________________________________________________ # of Participants

__________________________________________________________ Adults ________

__________________________________________________________ Children ________

__________________________________________________________ Spectators ________

Will admission be charged? ☑ Yes ☑ No

Boys & Girls Club’s approval signature ____________________________________________

Staff Assigned to Event ____________________________________________

RULES

• Minimum 2-hour rental for building, 3 hour minimum for Splash Pad/Pavilion
• 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/splash pad 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. Tables and chairs are available for indoor rentals only.
• 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.
• 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 ____________________________________________________

__________________________________________________________

Continued on page 2
**Fees – Building** (To be completed by club staff)

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee per Hour</th>
<th>Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gym</td>
<td>$50</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Other Rooms</td>
<td>$25</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Deposit</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

*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 – Splash Pad/Pavilion** (To be completed by club staff)

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee per Hour</th>
<th>Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Splash Pad</td>
<td>$125</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Deposit</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

*Splash Pad/Pavilion fee starts when renter arrives and ends when renter leaves. Paid to Boys & Girls Club of the Lower Naugatuck Valley. 3-hour minimum rental.*

**Fees – Staff** (To be completed by club staff)

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee per Hour</th>
<th>Hours</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff</td>
<td>$25</td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Deposit</td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

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

**Balance Due**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Splash Pad Rental Balance Due:</td>
<td>$</td>
</tr>
<tr>
<td>Building Rental Balance Due:</td>
<td>$</td>
</tr>
<tr>
<td>Staff Fee Due: (Paid to staff working the event)</td>
<td>$</td>
</tr>
</tbody>
</table>

**Date Paid**  / /  **Amount** $  

- [ ] Cash  
- [ ] Check 

**Certificate of Insurance Required?**  [ ] Yes  [ ] No  **Date Received** / / 

**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*