

BGCCV FACILITY RENTAL AGREEMENT

Boys & Girls Club of the Cedar Valley – One-Time Event Rental

The Boys & Girls Club of the Cedar Valley (BGCCV) is pleased to offer facility space for community events such as birthday parties, graduation celebrations, and family gatherings. The person listed below will serve as the primary contact and will be responsible for ensuring that all facility policies are followed and for any damages that occur during the rental period.

Please review the policies carefully and complete the information below.

EVENT INFORMATION

Event Type (Birthday, Graduation, etc.): _____

Renter / Primary Contact Name: _____

Phone Number: _____

Email Address: _____

Estimated Number of Guests: _____

Requested Location (check one):

☐ Teen Center

☐ Lime Street

☐ Elk Run Heights

Event Date: _____

Event Start Time: _____

Event End Time: _____

Total Hours Requested: _____

RENTAL OPTIONS

Standard Event Rental Packages

☐ 2 Hour Rental – \$120

☐ 4 Hour Rental – \$200

☐ 6 Hour Rental – \$300

Gym Hourly Rental

☐ Gym Rental – \$50 per hour

Optional Add-Ons

☐ Kitchen Access – \$50

☐ Tarp and Table Setup in Gym – \$50

Playground access is included when weather permits.

PAYMENT INFORMATION

A **\$100 deposit** is required after BGCCV approval in order to secure the reservation date.

The remaining balance must be paid prior to the event.

GENERAL POLICIES

Supervision

There must be a responsible adult age 21 or older present at all times during the event.

Clean-Up

Renters are responsible for cleaning up after the event and leaving the facility in the same condition it was received. This includes:

- Removing decorations and personal items
- Disposing of trash properly
- Wiping down tables and surfaces used

- Returning tables and chairs to their original locations
- Turning off lights before leaving

Damage to Facility

The renter is responsible for any damages caused during the event. Any repair costs or additional cleaning required due to misuse will be billed to the renter.

Decorations

Decorations may not be hung on walls or ceilings unless approved by BGCCV staff.

Food and Beverages

Outside food and beverages are permitted. All food areas must be cleaned after use.

Alcohol and Smoking

Alcohol and smoking are strictly prohibited inside the facility and on BGCCV grounds.

Availability

Facilities are available outside of normal Club operations on a first-come, first-served basis. BGCCV programming and community events take priority.

INSURANCE

Unless waived by the Boys and Girls Club in writing, Renter agrees that he/she will at his/her own expense procure and maintain policies of insurance as follows:

(i) General liability coverage with \$1,000,000 per occurrence and \$2,000,000 aggregate, protecting the Boys & Girls Club against claims, damages, costs or expenses on account of injury to any person or persons, or to any property belonging to any person or persons, by reason of such casualty, accident or other happening on or about the rental premises during the reservation dates.

(ii) Workers compensation insurance with limits of at least \$500,000 per accident, \$500,000 per policy, and \$500,000 per employee when applicable.

(iii) Owned, non-owned, and hired auto liability policy of \$1,000,000.

(iv) Umbrella coverage of \$1,000,000.

Certificates or copies of said policies, naming the Boys & Girls Club as an additional insured, must be delivered to the Boys & Girls Club prior to the reservation date. Coverage limits provided for herein shall not limit the liability of the renter. Renter agrees that subrogation rights shall be waived.

HOLD HARMLESS

Renter will protect, indemnify and save harmless the Boys & Girls Club from and against any and all loss, costs, damage and expenses occasioned by, or arising out of, any accident or other occurrence causing or inflicting injury and/or damage to any person or property, happening or done, in, upon or about the rented premises, or due directly or indirectly to the rental use or occupancy thereof, or any part thereof by the Renter or any person claiming through or under the Renter.

ACKNOWLEDGEMENT

By signing below, I acknowledge that I have read and agree to abide by the above policies. I acknowledge that I am the individual responsible for the care and maintenance of the facility during the period of use for which it is being rented.

I agree to obtain the required insurance. I agree to indemnify and reimburse the Boys & Girls Club of the Cedar Valley for any and all damages resulting to their property from the use of the facility, normal wear and tear excluded.

I further agree to indemnify, defend and hold harmless the Boys & Girls Club, including its agents and employees, from and against any and all claims, damages, losses, liabilities, judgments and expenses, of whatever nature, including reasonable attorney fees arising from, during or in conjunction with the use of the facility.

Should it become necessary for the Boys & Girls Club or someone on its behalf to incur costs and expenses to enforce this Agreement or any portion hereof, or to present a defense to claims arising from the situations identified above, the undersigned agrees to pay the Boys & Girls Club all costs and attorney fees hereby expended or for which liability is incurred.

AGREEMENT

By signing below, the renter agrees to follow all policies of the Boys & Girls Club of the Cedar Valley.

Renter / Event Representative Name (print): _____

Signature: _____

Date: _____

BGCCV Representative: _____

Date Approved: _____

For questions please contact:

Boys & Girls Club of the Cedar Valley

Phone: (319) 234-2839