

Facility Rental Agreement

The Boys & Girls Clubs of the Olympic Peninsula is pleased to facilitate use of the Carroll C. Kendall facility and the Mount Angeles Unit. The person or group named below shall be the primary contact and held responsible to insure that the terms of this agreement as outlined below are followed.

Group Name _____

Facility Rental Date: _____ Room Rental: _____

This agreement facilitates the best possible rental condition for serving the children of our community. The Boys & Girls Club is not responsible for chaperoning, supervising or disciplining individuals attending the event. All child related events must have adequate supervision at all times including before and after the event so that no child is left unattended or unsupervised. The group is responsible for ANY damage caused to the facility or equipment.

1. This approved reservation form authorizes the designated group use of the facility. The person in charge must have this form in his/her possession during the event.
2. Total fee is payable prior to event date.
3. Appropriate certificates of insurance must be presented.

Facility Rules:

General Safety: Do not obstruct exits. Do not tamper with circuit breakers, HVAC, or light fixtures. Treat the facility and the equipment with respect. Children under age of 12 must be supervised at all times. Monitor the actions of your guests.

Keys: It is the discretion of the Club staff to open the facility or provide keys. If keys are awarded keys must be picked up the day prior to the event. Failure to obtain keys may result in a minimum charge of \$40 for a two-hour callout. Keys must be returned within 48 hours of use. Failure to return keys may result in forfeiture of your deposit. Damage or excess clean up will be billed to the user at the actual replacement cost. Any costs will be charged against the deposit, or you will be billed. If the total charge is greater than the deposit, the applicant will be responsible for the balance.

Alcohol & Smoking: If the group has alcohol, it is the primary contact's responsibility to provide and post a banquet permit (serving complimentary alcohol to 21 and over) or special occasion license (selling alcohol to 21 and over). Last call for alcohol must be made 20 minutes prior to event end time. Smoking is prohibited in the Boys & Girls Clubs and on its grounds. You must cross the street to smoke.

Equipment: The Club is pleased to have a variety of equipment available at no additional charge. Please coordinate with us your table and chair needs. We have 36"x72" rectangle tables, 72" rounds and folding chairs for your use (limited quantities). Bleachers are available for the gym. Cafeteria tables are in the café area and can be folded and rolled out of the way if not needed. Please review our list of items available for rent (computers, LCD projector & Screen, padded stacking chairs stage cubes etc.)

Decorations: The group's decorations must be approved by the facility prior to event. No open flame decorations permitted. Do not use tape, tacks, nails etc on walls floors, chairs or tables. No rice, birdseed, confetti, glitter are allowed inside or outside the facility. Protective floor material (provided) must be used in the gymnasium for non-sporting activities. All decorations must be removed prior to departure.

Food & Beverage: You may bring in outside food and beverage for your event. You must clean up after yourselves. ALL tables must be washed down after serving food in the Club. Kitchen use is only permitted when rented. No food or beverage (other than water) permitted in the gym during sporting activities. All garbage cans must be emptied and disposed of outside in the dumpster.

Clean Up: Clean-up by the group is required and must be completed within your rental time. (If available, we can provide at a reduced rate additional hours for set up and cleaning.) Renter is responsible for removing all decorations, literature, signs and trash placed in dumpster. All tables and chairs must be wiped down and returned how you found them. If additional tables and chairs were used, they must be returned to the rack for Club staff to transport and store. If staff is called in to facilitate clean up or put furniture back like it was found (to Club activities) you will forfeit your security deposit. Please conserve energy and turn off all lights. With each room rental you will be provided a Clean Up Check List. Please refer to it for additional information.

Additional Terms of the agreement:

Cancellation: Hourly rentals must be canceled with 72 hours notice. Daily rentals require two weeks notice. Cancellations within the regulations and will be refunded 100%, failure to cancel with appropriate notice is subject to your room rental fee or your security deposit whichever is greater.

By signing below, the group agrees to the Facility Rules outlined above, and the laws and ordinances that may apply. The applicant shall indemnify and hold harmless the Boys & Girls Club of the Olympic Peninsula, its employees, and elected officials from and against any and all claims, demands suits, actions, payments, and judgments for personal injury and/or property damage arising out of, or in any way connected with the use of the above described facility rental, except for injuries or damages caused by the sole negligence of the Club. Failure to abide by the above rules may result in forfeiture of your security deposit.

Signature: _____ Date: _____

Print Name: _____

Boys & Girls Clubs Representative

Signature: _____ Date: _____

Print Name: _____