FACILITY RENTAL RESERVATION FORM

812.332.5311 www.bgcbloomington.org

ORGANIZATION/RENTER NAME:

PRIMARY CONTACT NAME:

Address:

Date of Request:

P.O. Box:

Main Phone:

City/State/Zip:

E-Mail:

Facility Requested:

Type of Opportunity Requested:

Date(s):

TIME: Start: Finish:

DAY(S): ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Nature of Activity/Event: Anticipated Attendance :

Will there be an admission fee charged?

Will the event be catered?

Other subcontract labor?

Will the kitchen be used during the event?

Will alcohol be served during the event?

Are you requesting the use of any BGC items including tables, chairs, etc?

If you selected YES for any of the above, please explain below: (Ex: state amount for addmission fee, caterer, items requested, etc)

We have read fully and understand, and agree to abide by the rules, regulations, and restrictions governing the use of said facility and agree to be responsible for any damages to Club property due to such occupancy and for the strict observance of the rules and regulations of the Boys and Girls Clubs of Bloomington relative to the use of the facility. The renter assumes all risk of loss, damage or injury to persons or property. The Boys and Girls Clubs of Bloomington is thus released from all claims for such loss, damage, of injury sustained while the renter uses the facilities.

Signature: Date:

FACILITY RENTAL POLICIES
ACKNOWLEDGEMENTS & AGREEMENTS

Please SELECT the box by each item, stating that you have read, understood, and agree to each statement.

- ☐ All facility renters, except the Boys and Girls Clubs of Bloomington (BGCB), must have an approved reservation form to use the facilities.
- ☐ All facility renters are required to pay, as a minimum, fifty percent (50%) of the total rental fee as a deposit at the time of initial reservation. The deposit is non-refundable. The rental period must include time for setting up and cleaning after the event. Suggested times are 30 to 45 minutes for both set-up and clean-up. There will be a $15 charge for every 15 minutes past the agreed upon time.
- ☐ One-time events may be subject to a damage deposit, which could be fully refunded within 48 hours after a next-day inspection of the facility at the discretion of BGCB staff.
- ☐ All rental fees must be paid in full, no less than seven (7) days prior to the date of the renter's scheduled use. If the full fee is not paid within seven (7) days prior to use, the BGCB reserves the right to charge $25 late fee and/or cancel the reservation.
- ☐ The facility renter is personally in charge and responsible for the conduct of all persons in attendance at the facility. The renter and/or his/her organization will be held financially liable for any resulting damages to the facilities and/or property. Charges will be based on severity of damage/mess.
- ☐ The BGCB may assess additional cleaning fees if the facilities are not left in reasonably clean condition. Charges will be based on severity of damage/mess.
- ☐ All kitchen equipment used must be properly cleaned and stored. Furnishings must be returned to their proper locations, and all rash created by the renter must be placed in the appropriate containers provided by BGCB.
- ☐ The renter is responsible for reading and understanding the emergency procedures as provided by the BGCB including awareness of all fire exits.
- ☐ No furnishings shall be removed from any facility. Permanent structures may not be moved. Only identified equipment such as tables, chairs, and the like may be moved.
- ☐ All reservation forms are revocable at the discretion of either the Board or the Executive Director of the BGCB.
- ☐ The Administrator may request the use of an approved security officer(s). The cost of the security officer(s) will be assumed by the renter/group, especially if alcohol is provided.
- ☐ The BGCB personnel will be on-site during rentals if necessary, at a base fee of $10.00 per hour at the cost of the renter.
- ☐ The BGCB reserve the right to refuse any rental application for groups and organizations.
- ☐ BGCB renters may not use park property or facilities for personal gain.
- ☐ All facilities are smoke and drug-free. Alcohol is permitted by permission only.
- ☐ Fireworks, firearms, and any other weapons are not permitted on any BGCB property.
- ☐ Multiple rentals are possible upon reservation. Please respect others renting the facility at the same time. Priority will be given at the discretion of BGCB staff.
- ☐ Renters charging a fee for their event must complete appropriate paperwork before rental is approved.
- ☐ The facility renter is responsible for communicating concerns or damages prior to rental to the on-site building supervisor.

Once this application has been completed, please give to the Director of Operations located at the Lincoln Street Boys & Girls Club (311 S. Lincoln St.) or e-mail it to smeyern@bgcbloomington.org . Applications should be received at least 2 weeks prior to the desired event date.

FOR OFFICE USE ONLY:

Alcohol approved for this event?

☐ YES

☐ NO

Officer required?

☐ YES

☐ NO

RENTAL FEE: DATE PAID: RECEIPT #:

DEPOSIT: DATE PAID: RECEIPT #:

Damage Deposit DATE PAID: RECEIPT #:

Facility Coordinator of Boys & Girls Clubs Confirmation

Confirmed by: Date: