



Boys and Girls Club Building Rental Agreement
APPLICATION AND DEPOSIT REQUIRED TO SECURE RENTAL

Name: _____
 Address: _____ City: _____ Zip Code: _____
 Organization: _____ Purpose of Use: _____
 Contact Phone: _____
 Date Needed: _____
 Set Up Date: _____ Set Up Time: _____
 Clean Up Date: _____ Clean Up Time: _____

Please indicate below what area you are requesting to rent:

- ___ Gym and Kitchen - \$500.00 (includes use of tables, chairs, cookware & dinnerware)
- ___ Kitchen - \$150.00
- ___ Gym - \$200.00
- ___ Meeting Room - \$100.00

We would appreciate two separate checks be written. A rental check and a deposit check.

A Boys & Girls Club staff member **must** be present at all times of the rental (including set up and clean up times) at \$12.50 an hour. This is to be paid in full directly to the staff member at the conclusion of the event.

\$500.00 Refundable Cleaning/Damage Deposit. If the Club is not cleaned after your event, a cleaning fee will be taken out of your deposit check with the remaining balance returned to you.

\$1,000,000.00 insurance binder listing the Boys and Girls Clubs of Mason Valley as additional insured is mandatory.

All cleaning and damage deposits and insurance binders are due at the signing of this agreement. All deposits for rentals will be held by the Boys and Girls Club. After inspection of the facility by Boys and Girls Club staff and its determined that the facility is clean to our standards and nothing has been damaged the deposits will be returned to the renter within 30 days.

(SOME FUNCTIONS MAY BE REQUIRED TO PROVIDE SECURITY WHICH WILL BE APPROVED BY THE BOYS AND GIRLS CLUB PRIOR TO THE EVENT.)

The following is a price list for items that are damaged or broken during rental:

Dinner Plates - \$3.50 each

Round Tables - \$300.00 each

Salad Plates - \$2.75 each

Rectangle Tables - \$60.00 each

Bowls - \$2.50 each

Chairs - \$40.00 each

Cups - \$1.50 each

Any of these damaged items will be taken from the cleaning/ damage deposit.

Any damaged equipment or other damage caused by abuse or neglect amounting to more than the deposit, will be the responsibility of the renter.

WALKTHROUGH (MANDATORY)

Cleanliness: _____

Damages: _____

Comments: _____

I have read and understand this building rental agreement and I promise to adhere to it in its entirety.

Renter Signature:

Date:

Staff

Date:

WALKTHROUGH (MANDATORY)

Cleanliness: _____

Damages: _____

Deposit to be returned: YES _____ NO _____ Amount: _____

Comments: _____

Renter Signature:

Date:

Staff

Date: