



**BOYS & GIRLS CLUBS  
OF GREATER SANTA ROSA**

**FACILITY USE AGREEMENT**

**GUIDELINES:**

Boys & Girls Clubs of Greater Santa Rosa has maintained its facilities for the purpose of serving youth, particularly Club members. Therefore, the highest priority use of Club facilities is Club-sponsored activities serving youth. The second highest use will go to other youth serving organizations.

Request for Use of Facilities may be denied at any time due to space limitations, availability of staff, the specific activities to take place during the facility usage or any other reason deemed appropriate by Boys & Girls Clubs of Greater Santa Rosa. The Club may not be rented out for private birthday parties, weddings, quinceneras and other similar events.

It is required that at least one Club staff member is present during all usage by outside groups. The purpose of this staff is to prepare the facility for the group, ensure the Club's rules and regulations are followed, secure the building, and handle any emergencies.

**APPLICATION:**

Qualified groups wishing to use Club facilities must supply the information requested on the Application Agreement. If the request is approved, the items below must be submitted at least two-weeks prior to the rental. If the usage will be on-going, fees for the first month are due prior to the first day of usage.

Each applicant shall submit a **Certificate of Insurance with a minimum coverage of \$1 million**. The Club must be named "additional insured" and our Hold Harmless statement in the Agreement must be initialed and the form must be signed. As space is extremely limited, it is recommended that all forms be completed and submitted at least 30 days prior to the desired date(s). **Minimal rental period is three hours.**

**FEES:**

Staff time is not included in the below fees and will be calculated separately. If multiple rooms/area are requested, the largest/most expensive room will be billed at the full rate. Additional rooms will be billed at a 10% discount. This fee covers the use of space not program supplies. Some rooms are not available for rental. Usage fees are always calculated on an hourly basis. Thus, if you wish to use the space for three and a half hours, you will be charged for four full hours. Time required for clean up or set up will be billed at the same hourly rate.

Deposit: \$800 for non-alcohol functions, \$1,500 for 'alcohol permitted' functions. The deposit is due at the time of booking and serves first as a deposit to hold the date and will not be refunded if the event is canceled with less than one week notice. Once payment for the rental is made, the deposit will be held in case of any damage to the facility. If the facility is clean and undamaged, Boys & Girls Clubs of Greater Santa Rosa will refund the deposit.

Cost: [see room rate sheet]

\$800 Deposit (one check must be issued for this)

\$ \_\_\_\_\_ # of hours \_\_\_\_\_ primary room requested

\$ \_\_\_\_\_ # of hours \_\_\_\_\_ name of additional room requested

\$ \_\_\_\_\_ # of hours \_\_\_\_\_ name of additional room requested

\$ \_\_\_\_\_ # of hours \_\_\_\_\_ name of additional room requested

\$ \_\_\_\_\_ Total Rental Charge (a second check is due one-week prior to rental)

## Boys Girls Clubs of Greater Santa Rosa

### Rental Fee Schedule

Room	Size	Max Occupancy	For-Profit Rate
Conference Room	20'x40'	53	\$80
Gymnasium	60'x81'	324	90
Games Room	34'x41'	126	90
Teen Room	40' x 20'	53	80
Arts and Crafts	14'x40'	28	80
Kitchen*	10' x 12'	N/A	70
Cafeteria	52'x22'	76	80
Learning Center	40' x 20'	40	80
Entire Club	13,350 sq.ft.	700	600

### All rates are per hour

\*Only charged for two (2) hours when used in conjunction with other rooms.

#### DEPOSIT

Rental: \$800.00

Rental with alcohol: \$1,500 (All deposits will be refunded in full provided the facility is properly cleaned and no damage has occurred.) An additional non-refundable \$200 will be charged if alcohol is being consumed during any function.

#### INSURANCE

A Certificate of Liability Insurance is required in the amount of one million dollars, naming the Boys and Girls Clubs of Greater Santa Rosa as an additional insured. No exceptions.

#### EQUIPMENT

Tables, chairs, gym equipment, games-room equipment, kitchenware are available. Prices are negotiable.

#### STAFF

Initially, Boys and Girls Clubs of Greater Santa Rosa staff is required to be present for any new rental. Fees will be adjusted accordingly.

#### ALCOHOL

You are responsible for obtaining a liquor license for your event and must be submitted two weeks prior to your event.

#### RENTAL AGREEMENT

A signed and dated Rental Agreement, insurance and fees must be on file prior to rental date(s).

**Please call Deb Beasley at 542-3249 for further information**



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**FACILITY USE APPLICATION**

**GENERAL INFORMATION**

Name of Group: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Work Phone: \_\_\_\_\_  
Purpose of Use: \_\_\_\_\_  
Day & time of arrival: \_\_\_\_\_

Your use of our facilities is limited to the purposes stated above and is governed by the terms of this agreement. Any changes will require the written consent of BGCSR.

**INSURANCE / MEDICAL and INDEMNITY**

\_\_\_\_\_, known in this contract from here on in as “the Group”, agrees to indemnify, defend and hold harmless Boys & Girls Clubs of Greater Santa Rosa from and against any liability, damage(s), claim, cost or other resulting in any way from the Group's use of our facilities or breach of the agreement or any claims arising in any way there from. The Group assumes all risk of injury to persons or damage to property in the facility or adjacent areas arising from any cause whatsoever. The Group hereby waives, to the fullest extent permitted by law, all claims it may have against Boys & Girls Clubs of Greater Santa Rosa as a result of any such damage or injury. The Group will provide BGCSR with a certificate of insurance evidencing general liability and automobile liability insurance in the amount of \$1,000,000, listing Boys & Girls Clubs of Greater Santa Rosa as an additional insured on said policy prior to the use of the facilities. Boys & Girls Clubs of Greater Santa Rosa does NOT provide accident/illness insurance for participants. Each Group is responsible for providing their own insurance coverage. Initial: \_\_\_\_\_.

**REGISTRATION**

1. Applicant agrees to provide a group director to serve as its main contact person for the Group. This person will work directly with site supervisor to insure a smooth operation for your group and provide a means of communication. Initial: \_\_\_\_\_

2. To comply with State Law and Insurance Regulations, the Group's director must maintain his/her own list of attendees with emergency contact information. All medical emergencies must be provided for by the group. Initial: \_\_\_\_\_

3. The Group's director shall be responsible for the supervision and behavior of the group. Children are to be supervised at all times by an adult. Youth groups using the facility **MUST** provide one (1) counselor for a maximum of fifteen (15) youth to insure better control of your program. Initial: \_\_\_\_\_.

4. Boys & Girls Clubs of Greater Santa Rosa requires that the Group provide a person certified in First Aid and age-appropriate CPR and all medical supplies. The Group director must be prepared to pay for medical services rendered at the local hospital. Remember: medical releases are required for all minors. Initial: \_\_\_\_\_.

5. For youth groups, the Group director must provide to BGCSR a list of names and emergency contacts for all participants in case an emergency should arise.

6. The Group director acknowledges that he/she will receive keys to the facility. He/she also agrees to NOT duplicate any of the keys and return it/them upon termination of agreement. Initial: \_\_\_\_\_.

### **FACILITY CLEAN-UP**

Groups **MUST** clean their areas prior to departure.

**General Use:** Furniture and equipment should not be moved without the permission of Club Director. Make sure that fire exits are NEVER blocked. Floors must be swept, dishes cleaned and put away; and all supplies should be neatly returned to the place they were found.

**Kitchens:** The cleanliness of eating areas and food preparation areas is critical to the health and safety of our kids. Counters, cook tops, and microwaves must be scrubbed clean after use, floors swept, dishes put away, and garbage bags tied up and taken to the garbage collection area. Please do not leave behind any food without discussing this with the Club's site director. Please plan to bring all the supplies you need including condiments, all ingredients, paper towels and napkins, plastic utensils for eating, etc. Kitchen utensils may be available. Initial: \_\_\_\_\_.

**Gymnasiums** must be swept before and after use and all equipment must be returned to the place it was found. Equipment should only be used for its intended purpose. Proper footwear is required at all times in the gymnasium.

**Cost:** [see room rate sheet]

\$ _____	_____ # of hours	_____ primary room requested
\$ _____	_____ # of hours	_____ name of additional room requested
\$ _____	_____ # of hours	_____ name of additional room requested
\$ _____	_____ # of hours	_____ name of additional room requested

\$ \_\_\_\_\_ Total Rental Charge (a second check is due one-week prior to rental)

**Club Rules:**

(Please remember that this facility is owned and operated by a youth service organization)

- 1. No smoking in any buildings. Smoking is permitted no closer than 100 feet of the building.
- 2. No illegal drugs or drug paraphernalia are permitted on the grounds and alcohol is allowed only with the proper permit which must be prominently displayed during function.
- 3. No cursing or use of derogatory or abusive language.
- 4. No hanging out in front of the Club.
- 5. No pets allowed.
- 6. Do not move any furniture without the approval of the Club's site director.
- 7. All personal sports equipment is the responsibility of the Group and shall not be stored.
- 8. No activity shall be conducted at the facility which would create a risk of injury, damage or fire.
- 9. Footwear is required at all times.

\_\_\_\_\_  
*Signature of Group director indicating that all members of the Group have been made aware of the rules and accepting responsibility for the Group's adherence to the rules.*

**Other Important Information:**

Authorization: The person executing this agreement on behalf of the Group represents and warrants that such person has all necessary authority to enter into this agreement. I have read this agreement completely and understand it to be the official agreement between Boys & Girls Clubs of Greater Santa Rosa and:

Group Name: \_\_\_\_\_

Authorized by: (please print name and title): \_\_\_\_\_

Total Price based on above: \$ \_\_\_\_\_

Signature of Group director: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of BGCSR Representative (CEO): \_\_\_\_\_ Date: \_\_\_\_\_  
Dr. Mary Bates

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**FOR BOYS & GIRLS CLUBS OF GREATER SANTA ROSA USE ONLY**

Operations Department: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Department: \_\_\_\_\_ Date: \_\_\_\_\_