BOYS & GIRLS CLUBS
OF GRAND RAPIDS
YOUTH COMMONWEALTH

Reoccurring Private-Use Facility Rental Policy

Boys & Girls Clubs of Grand Rapids Youth Commonwealth (BGCGRYC) partners with a variety of organizations which share our mission and vision. The purpose of this form is to ensure that all events and programs held in our facilities represent and reflect our Clubs, our culture, our neighborhoods and our community in a positive manner. As a result, we have the ability to accept, reject or cancel any building user's rental privilege or activity that violates any of the following guidelines.

Facility Use Agreement Policy:

1. The "Facility Use Agreement" must be signed by the primary contact that accepts responsibility for actions of the renter and agrees to leave the building in the same condition as found. This person will also be the primary contact in case of a building emergency.
2. BGCGRYC programming takes priority over all requests for building use. Approval may be canceled if BGCGRYC functions require use of the building and/or space.
3. The renter is responsible for setting up and taking down all furnishings unless otherwise specified.
4. Time of Use (Hours Requested) runs from first renter arrival until last renter departure, including clean-up time. Time in the facility beyond contracted time will be reflected in the final payment invoice.
5. General liability insurance, naming the Boys & Girls Clubs of Grand Rapids as additional insured, is required. Specific limits are $3,000,000 general aggregate and $1,000,000 each occurrence.
6. A $200 start up fee and first month's rent is due at time of reservation, and is non-refundable.
7. Rent will be charged monthly and automatically charged to the card on file (unless another agreed upon payment method is approved). If the renter chooses not to utilize the full duration of their reserved time, no partial refunds or credits will be provided.
8. Renter must provide written notice of cancellation no less than five (5) business days prior to the next payment date. Failure to provide timely notice will result in the next payment being processed.
9. In order to rent the building on a reoccurring basis the renter must become a key holder of The Boys & Girls Club, which includes passing a background check. They must agree to all the stipulations listed in the Key Holder Agreement.

Restrictions:

1. All Club facilities are smoke and drug free. Alcoholic beverages may not be served.
2. Organizations using the building for youth under 18 years of age must have chaperons in place, and keep young children in designated areas of use at all times.
3. Club equipment and supplies (table games, art supplies, balls, electronic equipment, video games...) may not be used without specific permission.
4. The user is responsible for sweeping and mopping the floor, and removing trash to the outside dumpster. No event trash is to be left in the building.
5. If areas are not cleaned appropriately, an additional $200 charge will be assessed as a cleaning fee and we reserve the right to revoke prior approval for future use that already has been issued.
6. Facility rental does not include event supplies such as kitchen equipment, tables, chairs, media equipment, etc.

Reoccurring Facility Rental Fees

Initial Start up Fee: $200 Gym Only $75/hour Whole Building $100/hour

All rental rates are subject to change. Final pricing will be determined based on event size, projected facility impact, and other operational factors. The Boys & Girls Club reserves the right to revise rental fees as deemed necessary.

Request Details

This agreement, certificate of insurance, and payment must be submitted to BGC of Grand Rapids in order to reserve the building. If paying via credit card there will be a 3% fee to be paid by the renter. Please direct all questions regarding the use of the facility to Director of Operations and SEL Kristin Klose E: kklose@bgcgrandrapids.org P: 616-929-1697

____ Paul I. Phillips Club
____ Steil Club
____ Seidman Club

Day(s) Requested: _____
Times Requested: _____

Please list areas of the facility you will be needing:

_____

Total Monthly Fee: (# of hours x building use rate) $_____

Requested Start Date: _____

General liability insurance, naming the Boys & Girls Clubs of Grand Rapids Youth Commonwealth as additional insured, is required. Specified minimum limits are $3,000,000 general aggregate and $1,000,000 each occurrence. Attach the certificate of insurance. By signing this agreement, the renter agrees to accept financial responsibility for damages to the property, furniture, or equipment belonging to the premises. The BGCGRYC prohibits the use of tobacco, drugs and alcohol on the premises.

Agreement:

I have read and understand the building use policy and accept responsibility for meeting the policy requirements, including billing obligations, if the requested building use is granted. The BGCGRYC will not be held responsible for any articles lost, stolen or any personal injury.

Credit Card Authorization:

By signing this form, you give Boys & Girls Club of Grand Rapids permission to charge your account for any damage or cleanup fees if the event space is not left in the condition it was prior to rental. Billing Address: _____
City, State, Zip: _____
Billing Phone: _____ Email: _____
Cardholder Name: _____
Card Number: _____
Expiration Date: _____ (MM/YYYY) CVV Number: _____ (3 digit number on back pf your card)

I authorize Boys & Girls Club of Grand Rapids to charge the credit card indicated in this authorization form according to the terms outlined above. I certify that I am an authorized user of the credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.

Signatures

BGCGR Representative Signature

Date

Printed Name & Title

Renter Authorized Signature

Date:

Printed Name & Title

Organization

Address

City, State Zip

Phone #

Email Address