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**Rental Fee Agreement**

* 1. **Applications.** Rental applications will be approved or denied by the Boys & Girls Club of Livingston County (BGCLC). Approved renters will receive a copy of the approved application. Application must be submitted at least three (3) weeks prior to the desired booking date. Bookings reserved for dates beyond four (4) months in advance must be approved prior to booking by the CEO of the BGCLC.
	2. **Scheduling.** BGCLC has the right to refuse rentals that conflict with Club programs or activities.

* 1. **Responsible Party.** The renter agrees to abide by all club rules and procedures governing Club facilities and equipment. Payments, correspondence, insurance certificate and communications regarding the use of BGCLC will be directed to or coordinated through the rental agent signing the agreement. If the building is used for other purposes than agreed upon, the security deposit will be forfeited.
	2. **Fees and Deposits.** A current rental fee schedule is attached. A non-refundable booking deposit equal to 25% of the rental fee is due at the time of the application. The balance of the rental fee and estimated additional charges are due prior to event start. A security deposit of **$200.00** is required for all rentals.
	3. **Cancellation Policy.** If the BGCLC is closed due to emergencies or inclement weather, all use of the facilities will be cancelled, and reasonable attempts will be made to contact the renter. It is the renter’s responsibility to notify its members and guests of the cancelled event. When a renter cancels, they must notify the BGCLC immediately.
	4. **Refund Policy.** Booking deposits are non-refundable and non-transferable, unless the application is denied, or the booking is cancelled by the BGCLC.
	5. **Insurance Certificate.** Renter is required to obtain Comprehensive General Liability insurance in amount not less than one million dollars ($1,000,000) per occurrence. The Renter **shall provide the BGCLC with an insurance certificate** confirming the existence of such insurance which shall name the BGCLC as additional insured.
	6. **Indemnification.** In consideration for the rental use of the BGCLC, the Renter agrees to indemnify, defend and hold harmless all Boys & Girls Club parties, including but not limited to coordinators, officers, employees, agents and the staff of the BGCLC, from and against any and all liability, claims, actions, damages, liens, judgments, fines, penalties and forfeitures, loss and expense for injury, death, or property loss or damage, or anything else arising from or out of, directly or indirectly, the entry onto and the use of the BGCLC on club properties as a result of the rental contract, including the Renter, its directors, members, officers, employees, agents, participants, spectators or invitees.
	7. **Smoking/Alcohol/Firearms.** Smoking is not permitted in the BGCLC or outside the building. It is the responsibility of the Renter to notify guests of this policy and supervise enforcement. Alcoholic beverages are not permitted in the BGCLC facility **(No Exceptions).** The BGCLC is a firearm free zone.
	8. **Pool Table.** Renter is responsible for repairs necessary as a result of use by the Renter. Movement of the table will be cause for re-balancing at the Renter’s expense (please see “Fee Schedule”: Additional Costs”). ***Pool table is not to be moved without prior permission by the Boys & Girls Club.***
	9. **Pontiac and/or Fairbury Police Supervision.** The BGCLC reserves the right to determine whether police supervision of the event is needed. Renter will be responsible for the payment of the assigned officer(s). Officers will be required to be in attendance 15 minutes prior to the event and on site until all guests have left the building with the exception of clean-up staff.
	10. **Parking.** Parking is available in the back lots. No parking is allowed in designated fire lanes.
	11. **Decorations and Advertisements.**  All proposed decorations and advertisements must be approved by the BGCLC Program Director and must comply with the State of IL Fire regulations. All decorations and advertisements must be removed at the close of the event. Scotch tape or other adhesive is not to be used on the walls or ceiling or any surface with paint.
	12. **Clean up.** Renter is responsible for clean-up after the event. Trash must be secured in garbage bags and deposited in trash cans. The BGCLC equipment must be returned in the same condition and to the same location found. If additional clean-up/maintenance is required, the service will be provided by the BGCLC at the Renter’s expense.
	13. **No Responsibility for Renter’s property.**  The BGCLC is not responsible for damage or theft to Renter’s property or belongings brought that are not club property.
	14. **Compliance with State and City laws and the Boys & Girls Club of Livingston County policies.** Renters must comply with all applicable laws and regulations including but not limited to safety, fire, zoning laws, and regulations must comply with the BGCLC policies. Renters must adhere to the BGCLC Code of Conduct. The BGCLC reserves the right to terminate any rental, for non-compliance with these, or any other policies governing the use of the BGCLC facility. Attendance must not exceed the limit determined by the Pontiac or Fairbury Fire Marshall.
	15. **Food Service Guidelines.**  Rentals in which food is served to the public and/or a fee will be charged for admission to the event; the Renter is required to contact the Livingston County Public Health Department, Business: (815) 844-7174, for the proper permits and guidelines.

**REQUEST FOR RENTAL OF BOYS & GIRLS CLUB OF LIVINGSTON COUNTY**

We (I) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hereby apply for permission to use BGCLC on: (date) \_\_ from (time)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Room(s) I would like to rent:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Purpose:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Admission charged? YES\_\_\_ NO\_\_\_

Equipment needed: (Please note that additional charges may be applied)

*Available when renting MPR’s* SMART/Marker Board Easel Podium

(MPR=Multi-Purpose Rooms)

*Available in Games Room*

 Pool Table Cue Sticks and Pool Balls Ping-Pong balls

 Foosball table

*Available in gym* Basketballs Dodge Balls

**Insurance Required (Please see policy for specifications and attach copy of proper insurance certificate).**

**Rental Fee:**

Rental Charge: $

\*Custodial Fee: $

Additional costs agreed on $

Security Deposit: $\_\_\_\_200.00 \_\_\_\_\_

\*\*Total Rental Charge $

\*May be required after rental.

\*\* (Please make checks payable to the Boys & Girls Club of Livingston County)

We (I) have read and agree to abide by the policy and regulations for the Boys & Girls Club of Livingston County

Signature of Renter: Date:

Address:

 (Street, City, Zip)

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail:

Signature of Boys & Girls Club of Livingston County Staff:

Please fill in all required information and return all copies to:

Chief Executive Officer

Boys & Girls Club of Livingston County

1303 E. Indiana Ave

P.O. Box 311

Pontiac, IL 61764

815-842-3089

* **In addition to adult chaperones (Minimum: 1 per 25 students) and event organizers, the Boys & Girls Club of Livingston County requires at least 1 staff member to be present at any event.**

**2020-2021 Rental Rates**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **1 hour** | **Additional 1 hour** | **4 hours** |
| Gym |  | $50 | $35 | $200 |
| Computer/Media Center |  | $50 | $25 | $125 |
| Kitchen & Snack Room |  | $50 | $25 | $125 |
| Games Room |  | $50 | $25 | $125 |

**Entire Building with access to Kitchen, Gym, Games Room & Snack Room**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **1 hour** | **1 hour Additional hour** | **4 hours** |
| Multiple Room Rental  | $125.00 | $25.00  | $300.00 |

Additional Costs:

* **1 staff will be required at all rentals at $10.00 per hour,** **ex. If 4 hours for gym then $240.00.**
* Any set up and tear down prior to the event by the Club will be done at $25.00/hr.
* Additional Staff required will be an additional $25/hr per person.

Overtime Police (depending on the nature of the event, police coverage may be required TBD

Additional cleaning costs may be applied $30-$50

Re-Balancing Pool Table (if moved) ***pool table is not to be moved*** $300-$500

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***For office use only***

Room reserved in calendar Y/N

Deposit made \_\_\_\_\_\_\_\_\_\_\_\_\_ Cash/Check

Balance \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date Due \_\_\_\_\_\_\_\_\_\_\_ Cash/Check

Rental agreement complete Y/N

Kidtrax (OYS) complete

Space rented-MPR \_\_\_\_\_\_\_\_\_\_ MR \_\_\_\_\_\_\_\_\_\_ GYM \_\_\_\_\_\_\_\_\_\_ MC\_\_\_\_\_\_\_\_\_ GR\_\_\_\_\_\_\_\_\_\_