

# Boys & Girls Club of Benton County

## USE OF FACILITIES

### **GENERAL STATEMENT OF POLICY:**

The Boys & Girls Club of Benton County will work with outside groups to make our facilities available when it will not interfere with the normal operation of the Boys & Girls Club program.

Each applicant will be considered and the Director of Operations or Chief Professional Officer will determine whether or not the applicant will be granted permission to use the facilities.

Boys & Girls Club facilities may not be used for political rallies.

### **APPLICATIONS:**

An application form must be filled out and submitted to the Club's Chief Professional Officer ten (10) days prior to date of anticipated use. The Chief Professional Officer will handle all arrangements with the applicant. The application must be approved by the Chief Professional Officer.

### **RENTAL FEES:**

**See Page 7**

### **DEPOSITS:**

A deposit of half (1/2) the Rental Fee must be submitted with the application. The deposit will be forfeited if the user does not give three (7) days notice of cancellation.

In addition, a deposit of \$150.00 must be given as a Clean-Up Fee before the facility is used. This will be refunded after use if the area is clean when inspected by the Boys & Girls Club Staff.

## Conditions For Use of the Facilities

1. A contract or agreement for the use must be signed and all fees paid prior to the event.
2. Boys & Girls Club of Benton County reserves the right to deny a request for the use of the facilities.
3. When a facility is being used, a designated employee must be on duty. Unless otherwise authorized by the Director of Operations or the Chief Professional Officer.
  - a. Authorized Signature: \_\_\_\_\_
4. Decorations must be flame proof and will be created and removed in a manner not destructive of the property. The use of any material or device, which constitutes a hazard, is expressly prohibited.
5. The facility must be left in the condition it was rented. This includes picking up and placing all trash in the designated trash receptacles.
6. Groups of minors must be chaperoned by adults.
7. Boys & Girls Club of Benton County has the option to require Security Officers of their choosing to be on duty at a user's event. Cost of such officer would be paid by the user.
8. The following violations will result in the group being asked to leave and possibly losing the privilege of the use of the facility:
  - a. Disruptive Actions (i.e. those which interfere with normal, orderly and peaceful operations of the club.
  - b. Possession or consumption of alcoholic beverages, drugs or narcotics.
  - c. Gambling.
  - d. Lewd or indecent conduct.
  - e. Violation of local, state or federal laws.
  - f. Furnishing false information with intent to deceive.
  - g. Possession and/or use of firearms, fireworks, explosive chemicals, or other lethal weapons.
  - h. Smoking or use of tobacco on the premises.
9. The applicant must provide liability insurance coverage in the amount approved by the Chief Professional Officer and furnish and provide proof of such coverage.

## Facility Use Expectations

### All Units:

The following guidelines are to be followed throughout each facility.

- Responsible party must be present 15 minutes prior to the beginning of the program and remain on site until all participants have left.
- In all areas being utilized, there must be adult supervision.
- No food or drinks in any area except for in the designated areas.
- No sitting on tables, counters or game tables. (i.e. pool tables, bumper pool, etc.)
- No running, except in the Gymnasium.
- All areas are to be swept and trash emptied after use. (Mop as needed)
- All equipment and supplies are to be replaced after use.
- Any equipment or facility damage must be reported to Club Staff immediately.

Listed below are rules specific to the area in which they are listed:

### Gymnasium:

- Adults only in equipment room.
- No running or playing on the bleachers.
- All exit/outside doors must remain closed at all times.

### Games Room:

- All food and drinks must be consumed in the designated snack area. (tiled floor area)
- Bumper pool: Check out 2 sticks per table.
- Regular pool: Check out 1 stick per table.
- Foosball: No spinning or hanging on rods.
- All balls and sticks must be used on the appropriate tables.

### Learning Center:

- An adult must run the TV/DVD player.

### Arts & Crafts Room:

- Adults only in the storage room.

### Ceramics Room:

- Adults only in the storage room.
- No touching ceramic molds or ceramic items on and under counters.
- No touching kiln.

### Auditorium: (McKinney)

- Adults only in the kitchen area.
- All tables and chairs used must be returned to where they came from.
- Adults only in the storage area.
- Auditorium (including bathroom) must be cleaned.

Facility Rental Agreement:

By signing below I agree that I have read and agreed to all rules and guidelines for *Use of the Facilities, Conditions for Use of the Facilities, and Facility Use Expectations*. I agree that I have made all adult sponsors aware of these rules and guidelines. I agree that I and other adult sponsors of the organization in which we are involved in will follow these rules and guidelines accordingly.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Hold Harmless Agreement

Note: This contract incorporates the Hold Harmless Agreement:

We \_\_\_\_\_ will be held responsible for any and all loss, accident, neglect, injury, damage to person, life or property which may be the result of, or may be caused by our occupancy and use of the Boys & Girls Club of Benton County facilities or premises and for which the Boys & Girls Club of Benton County might be held liable. We will protect the Boys & Girls Club of Benton County, the Boys & Girls Club of Benton County Board and/or any Officer, Agent or Employee of the Club and save them harmless in any way because of occupancy and use of the facilities or premises of the Boys & Girls Club of Benton County, regardless of responsibility of negligence.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Facility Use Checklist:

The following information will need to be complete prior to each time your organization uses the facility, unless otherwise authorized by the Director of Operations/Chief Professional Officer:

### Use of the Facilities

- Please read and keep a copy for your organization's reference.

### Conditions for Use of the Facilities

- Please read and keep a copy for your organization's reference.

### Facility Use Expectations

- Please read and keep a copy for your organization's reference.

### Facility Rental Agreement

- Please read and sign form and return to the Director of Operations. Please keep a copy for your organizations reference.

### Hold Harmless Agreement

- Please read and sign form and return to the Director of Operations. Please keep a copy for your organizations reference.

### Use of Facilities Application/Contract

- Please complete the information requested and sign the application.

**Boys and Girls Club of Benton County  
Facility Use Rental Rate**

Facility	Deposit	First Room per Hour		Each Additional Room per Hour	
		Non-Profit	Commercial	Non-Profit	Commercial
McKinney Unit-Gym	\$ 150.00	\$ 50.00	\$ 75.00	\$ 25.00	\$ 50.00
McKinney Unit-Stage/Downstairs	\$ 150.00	\$ 50.00	\$ 75.00	\$ 25.00	\$ 50.00
Bella Vista	\$ 150.00	\$ 35.00	\$ 50.00	\$ 25.00	\$ 35.00
Rogers Unit	\$ 150.00	\$ 35.00	\$ 50.00	\$ 25.00	\$ 35.00

\*All Sunday rentals require a Minimum of 3 hours

**Personal Cost Charged to Renter**

(if requested)

Staff to Run Room/Security \$15.00 per hour

\$35.00 per hour

Custodial (custodial will be responsible for clean up if renter wants to avoid doing it themselves)

*\*\*All corporate sponsors will have the availability to use the facility, during available hours/dates, for only the cost of the staff at \$10/hour.*

**Additional Equipment Fees**

The following information is a price breakdown (per use) for any additional equipment that could be requested and used by the “renter”. Equipment is subject to availability based on the “renters” ability to use the equipment properly and all ready known usage for club events.

- Tables & Chairs – included in price, however if the “renter” needs more than that facilities means \$35 will be charged for a driver to bring over the additional tables & chairs from the other units.
- Projector & Screen - \$35
- Gaming Equipment (xbox, wii, etc) - \$50
- Sound System - \$50
- Portable Stage - \$35
- Ice Chest & Coolers - \$15