



**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 - \$700.00 (includes use of tables, chairs, cookware & dinnerware)
- \_\_\_ Kitchen - \$250.00
- \_\_\_ Gym - \$300.00 (tables and chairs not included)
- \_\_\_ Meeting Room - \$150.00

**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 or will be deducted from your cleaning/damage deposit.**

\$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.

**You will not be allowed to use the Boys & Girls Clubs of Mason Valley logo or brand name in any type of marketing or advertising.**

**You are allowed to only use our address of: 124 N. Main Street.**

**Any violation of this request will result in your event being cancelled and your \$500.00 deposit being forfeited to the Boys & Girls Clubs of Mason Valley.**

All cleaning and damage deposits and insurance binders are due at the signing of this agreement. All deposits for rentals will be deposited 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 a check will be issued to the renter within 15 days.

**Set up for all events will need to take place after 6:00pm on Fridays and clean-up will need to take place before 9:00am on Mondays.**

We suggest contacting our local waste management company for an additional dumpster. If all trash cannot fit in our existing dumpster and left over garbage is left on site, it could result in a fee being taken out of your cleaning deposit.

**(FUNCTIONS SERVING ALCOHOL WILL BE REQUIRED TO CONTACT THE CITY OF YERINGTON POLICE DEPARTMENT MAKING THEM AWARE OF THE DATE AND TIME OF THE EVENT)**

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

- |                              |                                  |
|------------------------------|----------------------------------|
| Dinner Plates - \$10.00 each | Round Tables - \$400.00 each     |
| Salad Plates - \$10.00 each  | Rectangle Tables - \$200.00 each |
| Bowls - \$5.00 each          | Chairs - \$100.00 each           |
| Cups - \$3.00 each           |                                  |

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

**WALKTHROUGH (Prior to event)**

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 (After event)**

Cleanliness: \_\_\_\_\_

Damages: \_\_\_\_\_

Deposit to be returned: YES \_\_\_\_\_ NO \_\_\_\_\_ Amount: \_\_\_\_\_

\_\_\_\_\_  
Renter Signature:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Staff

\_\_\_\_\_  
Date: