



**Boys and Girls Club Building Rental Agreement**

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 are you 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- \$100.00 (Deposit Not Required)

Sound System, Bar, and Stage - \$200.00

**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 & 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, damage deposits, and insurance binders are due at the signing of this agreement. All deposits for rentals will be held by the Boys & Girls Clubs of Mason Valley. After inspection of the facility by Boys & Girls Club staff and it's determined that the facility is clean to our standards, and nothing has been damaged the deposits will be returned 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 9:00 am 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 ALCHOL 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 Signature

\_\_\_\_\_  
Date

WALKTHROUGH (After event)

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff

\_\_\_\_\_  
Date