



BOYS & GIRLS CLUBS
OF GREATER
NORTHWEST INDIANA

Rental of Facilities to Outside Groups

Locations

Cedar Lake, 13000 Fairbanks St, 374-5306 **Duneland (Chesterton)**, 521 West 1100 North, 926-9770
East Chicago, 2009 E. 138th St, 398-1344 **Hammond**, 5840 Calumet Ave, 933-9820
JWA (Gary), 2700 W. 19th Ave, 885-5501 **Portage**, 5895 Evergreen Ave, 762-4613
South Haven, 723 Longrun Rd, 759-2565 **Valparaiso**, 354 W. Jefferson St, 462-2182

Standards of Conduct

Any conduct detrimental to the purpose of Boys & Girls Clubs of Greater Northwest Indiana, such as but not limited to profane language or fighting, is prohibited. Use or possession of any tobacco products, drugs, or alcohol is not allowed within the confines of Boys & Girls Club facilities or on the property.

Boys & Girls Clubs of Greater Northwest Indiana assumes no responsibility for loss of valuables or personal property. The user assumes all responsibility for security during use of facilities, as well as the conduct of everyone within the group.

Use of Organization's Name

Use of Boys & Girls Clubs of Greater Northwest Indiana facilities does not imply endorsement or sponsorship of the event or the group by Boys & Girls Clubs of Greater Northwest Indiana. Publicity will be designed in such a way that no suggestion of endorsement or sponsorship is implied. **All publicity and public mention of Boys & Girls Clubs of Greater Northwest Indiana must be cleared in advance by Boys & Girls Clubs of Greater Northwest Indiana Chief Operating Officer or designated representative.**

Supervision

Each group will provide a person 21 years of age or older who is responsible for the enforcement of the standards of conduct expected by Boys & Girls Clubs of Greater Northwest Indiana. Youth Groups must have at least one such person for each 15 youth unless prior approval is obtained from the Chief Operating Officer of Boys & Girls Clubs of Greater Northwest Indiana in writing. Co-ed groups, under the age of 18, require a minimum of 1 male and 1 female supervisor.

The user is responsible for preservation of the condition of all areas of the facility with which they come into contact, including the parking areas and the rest rooms. Boys & Girls Clubs of Greater Northwest Indiana reserves the right to have one of its staff attend any meeting held at Boys & Girls Clubs of Greater Northwest Indiana. Boys & Girls Clubs of Greater Northwest Indiana does not assume responsibility for taking messages for participants or giving information prior to rental.

Decorations

All decorations must meet local fire department regulations and be approved by the Club Director. Renter must not damage walls, curtains, woodwork, blinds, etc. Use of nails, screws, tacks or tape is prohibited. All decorations and the attachments must be removed completely and immediately after the event.

Building Access

The doors will be opened 15 minutes prior to rental for set-up by the renter. Groups must clear the building within 15 minutes of the end of the rental. Earlier access for set-up can be arranged at the time of contract and for an additional fee.

Please understand that other rentals may be taking place in other parts of the building simultaneously. Please speak with the Club Director or other Club representative if this might be a problem.

Room Arrangements

Room set-up is the sole responsibility of the renter, unless arrangements are made at time of contract and for an additional fee.

At the end of the rental, facilities are to be returned to the condition they were in before the rental. Renters are expected to clean-up and return furniture and/or equipment to original location.

Reservation

Reservations must be made in person at least five days in advance of rental. The Clubs make no guarantee as to availability of facilities or staff until contract is made. The facilities are not considered reserved until a signed copy of this agreement is filed with Boys & Girls Clubs of Greater Northwest Indiana, approval is made by the Club Director or a designee, and a required deposit paid. Boys & Girls Clubs of Greater Northwest Indiana reserves the right to cancel a reservation at any time. Club programming and space needs will always take precedent.

Deposit

A refundable deposit of \$20 is required at the time of application. No facilities will be reserved until the deposit is received. The balance of payment is required at least 5 days before use, unless other arrangements are made. The deposit will be forfeited for cancellation with less than 24 hours notice.

Certificate of Insurance

Non-Boys & Girls Clubs of Greater Northwest Indiana groups using the Clubs must show proof of insurance by having a certificate of insurance sent to Boys & Girls Clubs of Greater Northwest Indiana prior to the scheduled event. Boys & Girls Clubs of Greater Northwest Indiana assumes no liability regarding use of its facilities. Insurance minimums are \$1,000,000 comprehensive/general liability insurance and \$100,000 property damage to cover the full period of occupancy. Boys & Girls Clubs of Greater Northwest Indiana reserves the right to decline any request.

Any exceptions to the above policy may be submitted to Boys & Girls Clubs of Greater Northwest Indiana for review.

Release of Liability

For any rental involving a Gymnasium, Mini Gym, or Rock Wall, a release of liability must be signed for every participant in attendance. While adults may sign on their own behalf, minors must have a release signed by a legal parent or guardian. That person signing the rental agreement is responsible for communicating this requirement with those participating in the rental, and for ensuring that all participants comply.

Contact List for Renters

The person renting the facility will be given a contact list at the time of contract. This list is not to be shared with **anyone**, including other persons within the rental group. The list is to be used only if the rental supervisor does not arrive at the facility at the appropriate time (15 minutes prior to rental in most cases), or if inclement weather might dictate the cancellation of the rental.



Rental Agreement

Name / purpose of group: _____ Date(s) of rental: _____

Start time: _____ End time: _____ Total time used: _____

Area(s) to be rented: _____

Number of adults (21+) anticipated: _____ Men _____ Women

Please provide number of youth at each age listed below:

Ages	Under 5	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	Total	
Boys																			
Girls																			

Name of group representative: _____

Address: _____

Phone Number(s): _____ Cell: _____ Home: _____

Certificate of Insurance (liability) on file? _____ Yes _____ No _____ NA

Special Arrangements? _____

I have read Boys & Girls Clubs of Greater Northwest Indiana’s Group Rental Policy, understanding that it is part of the rental agreement and will abide by the conditions set forth in that policy. I will take full responsibility for my group as outlined, including reimbursement for damage caused by my group. Boys & Girls Clubs will not be held liable for any injuries to any participants and not be responsible for any damage to equipment brought in to the premises. I further understand that Boys & Girls Clubs of Greater Northwest Indiana will be held harmless and indemnified by me and the group or organization I represent. I have full authority to enter into this agreement for my group or organization.

Signature of Group Representative

Date

Signature of Club Representative

Date



Facility Rental Fees *
(1 ½ hour minimum)

<u>Area / Room</u>	<u>1 ½ Hour Minimum</u>	<u>Additional ½ Hour</u>
Big Gym	\$75	\$25
Sports Field/Pavilion (Duneland)	\$75	\$25
Mini Gym	\$60	\$20
Gamesroom	\$60	\$20
Kitchen/Lounge	\$30	\$10
Meeting Room	\$30	\$10
Rock Wall (Duneland) **	\$60	\$20

* TERMS OF CONTRACT AND PRICES SUBJECT TO CHANGE WITH 30 DAYS NOTICE.

** ROCK WALL RENTAL MUST BE IN ADDITION TO GAMESROOM RENTAL.

Two-Hour Package Pricing

Pkg. A (Big Gym, Gamesroom, and Kitchen/Lounge)	\$200
Pkg. B (Mini Gym, Gamesroom, and Kitchen/Lounge)	\$180
Pkg. C (Big Gym and Kitchen/Lounge)	\$120
Pkg. D (Gamesroom and Kitchen/Lounge)	\$110
Pkg. E (Big Gym for 1 hour, then Gamesroom and Lounge/Kitchen for 1 hour)	\$100
Pkg. F (Meeting Room and Kitchen/Lounge)	\$70

Special Pricing Considerations

A 10% discount will apply for 501 c(3) non-profit organizations.

A special fee of \$5 per fifteen minutes will be charged for any of the following:

Extra time needed by renter for advance set-up, or for clean-up following the event.

Pre-arranged set-up by club staff, or for clean-up not performed by renter.

Office use only:

<u>Rental</u>	<u>Areas/Rooms</u>	<u>Hours</u>	<u>Concerns, Comments</u>
<u>Date</u>	<u>to be used</u>	<u>Used</u>	<u>& Equipment Needs</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

