



**BOYS & GIRLS CLUBS**  
OF GREATER  
NORTHWEST INDIANA

## Rental Policy

### Locations

**Cedar Lake**, 13000 Fairbanks St, 374-5306

**East Chicago**, 2009 E. 138<sup>th</sup> St, 398-1344

**JWA (Gary)**, 2700 W. 19<sup>th</sup> Ave, 885-5501

**South Haven**, 723 Longrun Rd, 759-2565

**Duneland (Chesterton)**, 521 West 1100 North, 926-9770

**Hammond**, 5840 Calumet Ave, 933-9820

**Portage**, 5895 Evergreen Ave, 762-4613

**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 Vice President of Club Services 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 Vice President of Club Services 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. Balloons must be secured and prevented from floating to the ceiling as this often causes problems with our alarm system. Confetti is not allowed.

### **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.

### **Contract and payment**

Contract and full payment must be made in person at least five business days (one full week) in advance of each rental. The Clubs make no guarantee as to availability of facilities or staff until contract and payment are made. Boys & Girls Clubs of Greater Northwest Indiana reserves the right to cancel a reservation with 24 hours notice, and to change pricing with 30-days' written notice.

Cash payments are discouraged, and absolutely no payments are allowed at the time of rental. Renters may not add time to their contract the day of the rental, and any refunds due (see "Deposit" below) will be requested the next business day by check. It may take up to two full weeks for checks to be cut.

### **Deposit**

A refundable deposit of \$50 is required at the time of contract and payment. This is to ensure facilities are returned to original condition and no damage is done. Should extra clean-up by staff be required, a portion or all of this deposit will be forfeited. Any damage done to Club facilities or equipment is the sole responsibility of the renter, including that which is above and beyond the \$50 deposit. The deposit will be forfeited for cancellation with less than 24 hours-notice (see below). Assuming the deposit is to be refunded, a check request will be submitted the next business day and mailed to the renter unless arrangements are made to pick it up in person.

### **Cancellation**

Cancellation of a rental with less than 24 hours-notice will result in forfeiture of the deposit. Payment made for the rental will be refunded by check, with submission being made the next business day. Any refunded payments (including deposit) will be mailed to the renter, unless arrangements are made to pick it up in person. It may take up to two weeks for checks to be cut.

### **Fundraising / Admission**

Boys & Girls Clubs of Greater Northwest Indiana does not allow rentals where participants are charged admission or must pay to participate. Exceptions to this would have to be approved in writing, in advance, by the Vice President of Club Services through a Memorandum of Understanding.

### **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. This document must name Boys & Girls Clubs of Greater Northwest Indiana as an “additional insured” for the timeframe outlined in this Rental Agreement and/or the Memorandum of Understanding (where applicable). Boys & Girls Clubs of Greater Northwest Indiana reserves the right to decline any request.

### **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 unless a Certificate of Insurance is on file as described above. 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.

### **Memorandum of Understanding**

A Memorandum of Understanding (MOU) is required anytime an amount less than full price will be paid for a rental. This would include when an established 501 (c) (3) organization wishes to take advantage of the 10% discount. As rentals during Club hours are discouraged, an MOU would also be required any time a rental takes place during Club hours. Only rentals involving K – 12 students in the Club’s community will be considered for a reduction in or waiving of fees (beyond the 501 (c) (3) discount). Any MOU’s require the approval of the Vice President of Club Services.

### **Contact List for Renters**

The person renting the facility will be given a contact list at the time of contract. Typically, this list will consist of the cell phone numbers of the Club and Program Directors. 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.



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## Rental Agreement

Your name: \_\_\_\_\_ Purpose of rental / activity: \_\_\_\_\_

Your full address: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of organization (if applicable): \_\_\_\_\_ 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																		

Memorandum of Understanding on file? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ NA

Copy of 501 (c) (3) status on file? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ NA

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

Individual Liability Waivers on file? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ NA

Special Arrangements? \_\_\_\_\_

*I have read Boys & Girls Clubs of Greater Northwest Indiana's Group Rental Policy, understanding it is part of this 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 of Greater Northwest Indiana will not be held liable for any injuries to any participants, and will not be responsible for any damage to equipment brought onto 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 renter / group representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Club Representative

\_\_\_\_\_  
Date



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### Facility Rental Fees

<u>Area / Room</u>	<u>Two-Hour Minimum</u>	<u>Additional Hour</u>
Big Gym	\$130	\$65
Sports Field/Pavilion	\$100	\$50
Mini Gym	\$100	\$50
Gamesroom	\$100	\$50
Kitchen/Lounge	\$50	\$25
Meeting Room	\$50	\$25
Bounce House (where available)	\$100	\$50
Rock Wall (Duneland, Hammond) *	\$100	\$50

\* Rock wall rental must be in addition to Gamesroom at Duneland, or to Gym or Gamesroom at Hammond.

#### Two-Hour Package Pricing

Pkg. A (Big Gym, Gamesroom, and Kitchen/Lounge)	\$260
Pkg. B (Mini Gym, Gamesroom, and Kitchen/Lounge)	\$235
Pkg. C (Big Gym and Kitchen/Lounge)	\$150
Pkg. D (Gamesroom and Kitchen/Lounge)	\$140
Pkg. E (Big Gym for 1 hr, then Gamesroom and Lounge/Kitchen for 1 hr)	\$140
Pkg. F (Meeting Room and Kitchen/Lounge)	\$85

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

#### Additional Fees

Extra time needed by renter for set-up or clean-up	\$10 per 15 minutes
Pre-arranged set-up by Club staff	\$10 per 15 minutes
Clean-up not performed by renter	\$10 per 15 minutes
Table rental	\$2.00 per table
Chair rental	\$.50 per chair

#### Office use only:

Name of individual / organization: \_\_\_\_\_

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

