



**BOYS & GIRLS CLUB
OF FLAGSTAFF**

Boys and Girls Club of Flagstaff
301 S Paseo Del Flag
Flagstaff, AZ 86001
(928) 266-0489
www.bgcflag.org

Gymnasium Rental Application

A \$30 deposit is required upon submission of application.

First & Last Name: _____ Requested Date: _____

Day of the Week: _____ Start Time: _____ AM/PM End Time: _____ AM/PM

**Please note: your start time must include your set up and clean up. There will be an additional fee for Club staff to set up/tear down tables and chairs.*

Please indicate your anticipated head count: ***Max Capacity 105***: _____

Will there be decorations at your event? Y/N

Will there be food at your event? Y/N

The following statements **MUST** be read carefully as they may or may not pertain to your reservation.

After reading, please **INITIAL** in the line next to each item.

_____ Availability of the rental space is on a first-come first-serve basis. I understand that submittal of this application does **not** guarantee a reservation. Only after all documents and all required payments have been received will a reservation be confirmed.

_____ I understand that my setup and clean up time must be included within my confirmed rental use.

_____ I have received and understand the information contained in the Boys and Girls Club Facility Rental Policies and Guidelines

_____ I understand that in the event of an emergency or for reasons beyond the Club's control, the Club reserves the right to cancel the scheduled event prior to scheduled use without liability. Refunds will be made if cancellation by the Club is necessary.

_____ I understand that the booking of the gymnasium does not mean that I have private use of or priority access to any area of the facility, including offices, classrooms and game area.

_____ I understand that the Club reserves the right to keep my cleaning deposit if I do not complete a single item or all items on the provided Cleaning Checklist or I continue use of the rental space after the confirmed end time.

Gymnasium Rental Application (continued)

Mailing Address: _____ City: _____ State: _____

Zip Code: _____

Primary Phone: _____ Secondary Phone: _____

Email Address: _____

Alternate Contact Name: _____

Alternate Contact's Phone: _____

By signing below, it is understood and agreed that the applicant assumes all risks for loss, damage, liability, injury, cost or expense that may arise during, or be caused in any way by, such use or occupancy of the Club facility. The applicant further agrees that in consideration of being permitted to use the facilities, he/she will save and hold the said Boys and Girls Club of Flagstaff and/or their employees from any loss, claims and liability or damages, and/or injuries to persons and property that in any way may be caused by applicants use or occupancy.

I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant of any damage/loss sustained by the grounds, building, furniture or equipment or unusual clean-up occurring through the occupancy of said facilities by the applicant.

Date: _____ Print Name: _____ Signature: _____

OFFICE USE ONLY

Date Completed: _____ Staff Name: _____ Signature: _____



**BOYS & GIRLS CLUB
OF FLAGSTAFF**

Gymnasium Rental Policies and Guidelines

Welcome to the Boys and Girls Club of Flagstaff!

Facility Amenities

- Gymnasium with hardwood floors and full size basketball hoops.
- Rock climbing wall.
- Full size thick tumbling mats.
- Outdoor dream basketball court with sports tiled ground.
- Full kitchen with all working appliances. *For additional fee.*
- 12 round tables, 4 rectangular tables, and 80 chairs (with linens for all tables). *For additional fee.*
- Portable 65" TV. *For additional fee.*
- Slide advancer - Laser pointer. *For additional fee.*
- Wireless Bluetooth sound system. *For additional fee*
- Two wireless handheld microphones. *For additional fee*
- Video conferencing unit (OWL system). *For additional fee*

Reservations

- The Boys and Girls Club of Flagstaff gymnasium may be reserved for meetings, special events and other group functions.
- All rental requests are on a first come, first serve basis.
- We ask that you email our Facility Coordinator at reed@bgcflag.org or call (928) 266-0489 to discuss reservations.
- The Club may not be available for some holidays. Check with our coordinator for holiday availability.

Decorations and Party Favors

Decorations are the responsibility of the applicant and plans to decorate the facility must be requested on the application for approval.

Only masking tape and scotch tape (provided by you) are acceptable.

No staples, nails or tacks are allowed on any wall or equipment. The use of Gorilla or duct tape is not permitted on any wall or equipment.

Nothing shall be attached to light fixtures. No decoration will be permitted within 18 inches of ceiling sprinklers. Piñatas, decoration sprinklers, glitter, confetti, rice, and birdseed are not allowed inside or outside of the facility.

Gymnasium Rental Policies and Guidelines Cont.

Alcohol Policy

The Boys and Girls Club of Flagstaff does not allow any alcohol on its premises.

Reservation Cancellations

All Cancellations must be in writing and received before the cancellation deadline.

Applicants that cancel their reservations outside of the cancellation deadline are not eligible for a refund of any kind.

Cleaning Checklist

- Removal of all decorations
- Removal of all method of hanging decorations from walls, tables & chairs.
- Sweep & mop gym wood floors.
- Vacuum of all used carpet.
- Wiping down all used tables and chairs.
- Taking out of all trash and recycling reciprocals.
 - Trash and recycling need to be taken out to the facilities trash and recycling dumpsters.
- Replacement of trash bags in trash reciprocals.
- Cleaning and wiping down of sink in kitchen (if part of the rental).
- Cleaning and wiping down of kitchen counters (if part of the rental).
 - No food or supplies are to be left at the Club.
- Cleaning and wiping down of microwave in kitchen (if part of the rental).
- Sweep and mop kitchen floor (if part of the rental).

Renters failure to complete required cleaning tasks will result in the renter losing their cleaning deposit.

The following scenarios may also result in the forfeit of an applicant's deposit:

- It is found that any person attending or hosting the event/rental has consumed or actively consumes alcoholics beverages within the facility or within the facility's parking lot. This applies as well if evidence of alcoholic beverages are found in the room, parking lot, or facility during or after the reservation.
- A fight/ physical altercation occurs that involves you or your guests.
- Falsification of the information provided on the Club Use Application or any other required documents.
- Theft of Club property.
- Exceeding the maximum capacity of the Club's gym.
- Smoking in undesignated smoking areas.
- Holding a Youth activity without adult supervision/ Sponsor (21 years of age or older). Groups of minors must be chaperoned. Adult to minor ratio will depend on activity and will be determined at the time of reservation.



BOYS & GIRLS CLUB
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Rental Fees

A \$30 deposit is required with the submission of application.

Club Gymnasium

General/ Resident/ Non-Profit

Full Gym without kitchen	\$30.00/hr.
Full Gym with kitchen	\$45.00/hr.
Full Gym with all amenities	\$100.00/hr.

Commercial/ For Profit/ Out of Community

Full Gym without kitchen	\$50.00/hr.
Full Gym with kitchen	\$65.00/hr.
Full Gym with all amenities	\$120.00/hr.

Additional Club Amenities

Round tables (12 available)	\$25.00/ set of six (chairs included)
Rectangular tables (4 available)	\$5.00 each
Linens (enough for all tables)	\$20 for all
Flip chart sticky-back pads w/ easel	\$25 each (4 available)
Portable 65" TV	\$45/day
Slide advancer - Laser pointer	\$5/day
Wireless Bluetooth sound system	\$20/day
Two wireless handheld microphones	\$5 each
Video conferencing unit (OWL system)	\$30/day
Wireless internet	Free

Renters Responsibilities During Event

- Being familiar with and making sure your guests understand and adhere to all Club rules, policies and procedures.
- Children must ALWAYS be supervised by parents and/or chaperones.
- Delivering & unloading event materials/ supplies during approved delivery timeframe.
 - Event materials are NOT permitted to be stored at the Club prior to start / evening before the event or after the event.
- Decorating facility for event per regulations & on-site staff direction (see decoration/ party favor guidelines).
- Setting up all rental equipment brought in by renter or outside vendor.
- Monitoring conduct & performance of contracted vendors at event.
- Coordinate event activities & transitions.
- Monitor guest activities and behavior.
- Checking on conditions of restrooms and lobby.