

Rental Application Form



Event Date(s): (MM/DD/YYYY)

Start Time: (00:00)

Finish Time: (00:00)

Anticipated
Headcount

Please note: Your start and finish time must include your set-up and clean up. Max Capacity: 105

Personal Data Information

First & Last Name :

Organization name (if applicable) : Check : Non-Profit/Local Resident
 Commercial/Non-Resident

Purpose for Rental :

Mailing Address :

City : State : Zip Code :

Email Address : Phone Number :
(Optional)

Alternative Contact First & Last Name :

Alternative Contact Phone Number :

Primary Location(s) & Amenities:

Rental Spaces

Please select the areas you would like to rent for your event.

- GYMNASIUM
- CONFERENCE ROOM
- "STEM ROOM" MEETING SPACE
- KITCHEN
- "TEEN ROOM" MEETING SPACE
- "GAMES ROOM" MULTIPURPOSE SPACE

Amenities

Please select all amenities you would like to rent for your event.

Additional amenities are available at an additional cost.

- ROUND TABLES (SET OF 6)
- LINEN COVERS #: _____ (12) AVAILABLE
- WIRELESS BLUETOOTH SOUND SYSTEM
- ROUND TABLES (SET OF 12)
- PORTABLE 65" TV
- WIRELESS HANDHELD MICROPHONES (2)
- RECTABLE TABLE #: _____ (4) AVAILABLE
- SLIDE ADVANCER - LASER POINTER
- VIDEO CONFERENCING UNIT (OWL SYSTEM)

**** Please see 'Club Amenities' for detailed pricing.****

Rental **Contract & Agreements**



**BOYS & GIRLS CLUB
OF FLAGSTAFF**

301 S Paseo del Flag, Flagstaff AZ 86001
+1 (928) 266-0489 (Office)
www.bgcflag.org

The Boys & Girls Club of Flagstaff requires your confirmation to ensure a clear understanding of our policies and to protect both parties' interests, ensuring a smooth and successful event. 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:

_____ I understand that rental space availability is on a first-come, first-served basis. I acknowledge that submitting this application does not guarantee a reservation. A reservation will only be confirmed once all required documents and payments have been received

_____ I understand that my setup and cleanup time must be included within my confirmed rental period.

_____ I acknowledge that I have received and understand the Boys & Girls Club Facility Rental Policies and Guidelines.

_____ I understand that in the event of an emergency or circumstances beyond the Club's control, the Club reserves the right to cancel the scheduled event without liability. If cancellation by the Club is necessary, a refund will be provided.

_____ I understand that booking the gymnasium does not grant me private use or priority access to any other areas of the facility, including offices, classrooms, and the game area, without prior approval or additional charges.

_____ I understand that the Club reserves the right to retain my cleaning deposit if I fail to complete any item on the provided Cleaning Checklist or if I continue to use the rental space beyond the confirmed end time.

By signing below, I acknowledge and agree that I assume all risks for any loss, damage, liability, injury, cost, or expense that may arise during, or be caused by, my use or occupancy of the Club facility. Furthermore, in consideration of being permitted to use the facilities, I agree to indemnify and hold harmless the Boys & Girls Club of Flagstaff and its employees from any loss, claims, liabilities, damages, or injuries to persons or property that may result from my use or occupancy.

I, the undersigned, certify that I will be personally responsible for any damage or loss sustained to the grounds, building, furniture, or equipment, as well as for any unusual cleanup required due to the applicant's use of the facilities.

Date: _____ **Print Name:** _____ **Signature:** _____

RENTAL FEES

GYMNASIUM

General/Resident/Non-Profit

| | |
|------------------------------|-----------|
| FULL GYM ONLY | \$ 30/HR |
| FULL GYM WITH KITCHEN | \$ 45/HR |
| FULL GYM WITH ALL AMENITITES | \$ 200/HR |
| FULL DAY GYM ONLY (8 HOURS+) | \$ 350 |
| 1/2 DAY GYM ONLY (4 HOURS) | \$ 150 |

Commercial/Business/Out of Community

| | |
|------------------------------|-----------|
| FULL GYM ONLY | \$ 50/HR |
| FULL GYM WITH KITCHEN | \$ 65/HR |
| FULL GYM WITH ALL AMENITITES | \$ 300/HR |
| FULL DAY GYM ONLY (8 HOURS+) | \$ 500 |
| 1/2 DAY GYM ONLY (4 HOURS) | \$ 300 |

COMMERCIAL KITCHEN

General/Resident/Non-Profit

| | |
|----------------------------------|----------|
| KITCHEN USE ONLY | \$ 30/HR |
| FULL GYM WITH KITCHEN | \$ 45/HR |
| 1/2 DAY KITCHEN ONLY (4 HOURS) | \$ 150 |
| FULL DAY KITCHEN ONLY (8 HOURS+) | \$ 300 |

Commercial/Business/Out of Community

| | |
|----------------------------------|----------|
| KITCHEN USE ONLY | \$ 40/HR |
| FULL GYM WITH KITCHEN | \$ 65/HR |
| 1/2 DAY KITCHEN ONLY (4 HOURS) | \$ 200 |
| FULL DAY KITCHEN ONLY (8 HOURS+) | \$ 400 |

CONFERENCE ROOM | TEEN ROOM | S.T.E.M. ROOM

General/Resident/Non-Profit

| | |
|-------------------------|----------|
| HOURLY RATE | \$ 30/HR |
| 1/2 DAY USE (4 HOURS) | \$ 100 |
| FULL DAY USE (8 HOURS+) | \$ 225 |

Commercial/For Profit/Out of Community

| | |
|-------------------------|----------|
| HOURLY RATE | \$ 40/HR |
| 1/2 DAY USE (4 HOURS) | \$ 135 |
| FULL DAY USE (8 HOURS+) | \$ 275 |

MULTI-PURPOSE HALL - GAMES ROOM

General/Resident/Non-Profit

| | |
|-------------------------|----------|
| HOURLY RATE | \$ 30/HR |
| 1/2 DAY USE (4 HOURS) | \$ 100 |
| FULL DAY USE (8 HOURS+) | \$ 225 |

Commercial/For Profit/Out of Community

| | |
|-------------------------|----------|
| HOURLY RATE | \$ 40/HR |
| 1/2 DAY USE (4 HOURS) | \$ 135 |
| FULL DAY USE (8 HOURS+) | \$ 275 |

Rental Policies & Guidelines



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Reservations

The Boys & Girls Club of Flagstaff offers rental spaces for meetings, special events, and other group functions, in accordance with City of Flagstaff regulations. Rentals are available on a first-come, first-served basis. Please note that the Club may be unavailable on certain holidays and follows the Flagstaff Unified School District calendar. To check space availability and requested amenities, a completed rental application is required. Incomplete forms, including missing contracts or agreement pages, will be returned for completion.

Decorations & Party Favors

Decorations are the responsibility of the applicant. Only masking tape or Scotch tape provided by the applicant may be used, as these prevent damage to walls. All decorations must be removed by the end of the event; otherwise, a cleaning fee will be charged. The use of staples, nails, tacks, Gorilla tape, or duct tape on walls or equipment is strictly prohibited. Additionally, nothing may be attached to light fixtures, and no decorations are allowed within 18 inches of ceiling sprinklers. Pinatas, glitter, poppers, confetti, rice, and birdseed are not permitted inside or outside the facility.

Furthermore, any use of bounce houses, mechanical bulls, or similar equipment must be pre-approved and disclosed prior to the event. A city permit may be required for such activities.

Alcohol Policy

The Boys & Girls Club of Flagstaff is located on City of Flagstaff property, where alcohol is strictly prohibited. Any violation of this policy will result in notification to the Flagstaff Police Department.

Reservation Cancellations

All cancellations must be submitted in writing and received before the cancellation deadline. Reservations canceled outside the 24-hour cancellation window are not eligible for any refund. Exceptions for natural disasters or uncontrollable circumstances will be reviewed on a case-by-case basis by the coordinator, who will make the final decision.

Forfeit of Applicant's Access & Deposit

The applicant's deposit may be forfeited under the following circumstances: consumption or presence of alcoholic beverages within the facility or its parking lot, involvement in a fight or physical altercation, falsification of information on the Club Use Application or other required documents, theft of Club property, exceeding the gym's maximum capacity, smoking in undesignated areas, or holding a youth activity without appropriate adult supervision (21 years of age or older). Groups of minors must be chaperoned, with the required adult-to-minor ratio determined at the time of reservation. During the event, renters are responsible for ensuring that guests understand and adhere to all Club rules and policies, supervising children at all times, delivering and unloading event materials during the approved timeframe, decorating the facility according to regulations and staff direction, setting up rental equipment, monitoring vendor conduct and guest behavior, coordinating event activities, and checking the condition of restrooms and the lobby. Event materials may not be stored at the Club before or after the event.

CLUB AMENITIES

ADDITIONAL FEES FOR CLUB AMENITIES APPLY

| | |
|--------------------------------------|----------|
| ROUND TABLE - PER UNIT | \$5 EACH |
| ROUND TABLES (SET OF 6) | \$25.00 |
| ROUND TABLES (SET OF 12) | \$50.00 |
| RECTABLE TABLE - PER UNIT | \$6 EACH |
| RECTABLE TABLE (SET OF 4) | \$20.00 |
| LINEN - PER UNIT | \$3 EACH |
| LINEN (SET OF 6) | \$15.00 |
| LINEN (SET OF 12) | \$30.00 |
| FLIP CHART STICKY-BACK PAD W/ EASEL | \$25.00 |
| PORTABLE 65" TV | \$45.00 |
| SLIDE ADVANCER - LASER POINTER | \$5.00 |
| WIRELESS BLUETOOTH SOUND SYSTEM | \$20/DAY |
| WIRELESS HANDHELD MICROPHONES | \$10/DAY |
| VIDEO CONFERENCING UNIT (OWL SYSTEM) | \$30/DAY |
| WIRELESS INTERNET CONNECTION | FREE |
| SCOREBOARD (COMING SOON) | |
| SPORTS EQUIPMENT (COMING SOON) | |

Rental **Cleaning Checklist**



Rental Space Cleaning Checklist

- REMOVE ALL DECORATIONS:** ensure all decorations are removed.
- REMOVAL OF HANGING METHODS:** remove all methods used to hang decorations from walls, tables and chairs.
- SWEEP OR VACUUM:** Please use the broom and vacuum provided by the Club to clean up spaces used.
- WIPE SURFACES:** ensure to wipe down any surfaces that was touched or used with wipes or cleaning solution.
- TRASH & RECYCLING:**
 - Empty all trash and recycling receptacles
 - Dispose of trash and recycling in the facility's dumpster (Key Provided)
 - Replace trash bags in all trash receptacles
- RESTROOMS:**
 - Check Conditions: Ensure restrooms are in the same condition as when arrived.
 - Wipe down Surfaces: Clean sink, - leaving no water spots or marks
- FINAL INSPECTION:**
 - Walkthrough: Conduct a final walkthrough with staff to confirm all cleaning tasks are completed and the space is returned to its original condition.
 - Report Issues: Report any damages or missing items to staff immediately.

- GYMNASIUM (ADDITIONAL)**
 - MOP FLOORS:** Thoroughly sweep and mop the gym's wood floor with mop and solution provided.
 - INSPECT RESIDUE:** Check for any residue, scuffs, or spills on the floors and clean as necessary.

- MEETING ROOMS & MULTI-PURPOSE SPACES (ADDITIONAL)**
 - WHITEBOARDS/CHALKBOARDS:** Erase any writing or marks and clean the surface if used.
 - SHUT OFF EQUIPMENT:** Ensure all TV's, monitors, laptops or equipment are shut off

- KITCHEN (ADDITIONAL)**
 - SINK - DISHES:** Ensure the kitchen sink is cleaned, wipe down and dishes have been properly washed.
 - COUNTERS:** All kitchen counters must be cleaned, with no food, stains or supplies left behind.
 - CHECK FRIDGE/FREEZER:** Ensure all food brought to the location is properly removed. No leftover food.
 - CHECK APPLIANCES:** Ensure all appliances are clean, clear of food and turned off property, if used.