

# Rental Policies & Guidelines



**BOYS & GIRLS CLUB  
OF FLAGSTAFF**

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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.