



**BOYS & GIRLS CLUB  
OF ALPENA**

**BOYS & GIRLS CLUB OF ALPENA  
RENTAL FORM**

**To use the Boys and Girls Club of Alpena gym please complete the following form and return it to the Boys and Girls Club of Alpena (801 West Miller Street). Rental fee will be due after usage of facility and can be mailed, delivered to 801 West Miller Street-Alpena, MI 49707 or scanned and emailed to [execdir@bgcalpena.com](mailto:execdir@bgcalpena.com). Please allow a minimum of two weeks for the consideration of the request.**

Group/Person: \_\_\_\_\_ Date desired: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

**Usage (check all that apply):**

Gym  Storage  Class Rooms  Kitchen

Purpose: \_\_\_\_\_

Approx. number in group: \_\_\_\_\_ Approx. age: \_\_\_\_\_ Approx. number of chaperones: \_\_\_\_\_

Arrival (set up) Time: \_\_\_\_\_ AM/PM Departure Time: \_\_\_\_\_ AM/PM

Event Time (start to finish): \_\_\_\_\_

Equipment Needed (Chairs, Tables, etc.) and Amount: \_\_\_\_\_

\_\_\_\_\_

Rental Fee for the use of the gymnasium is **\$65 per hour**; classroom & café areas are \$65 per hour. Use of Boys & Girls Club sound and video equipment must be done by our technician @ \$65 per hour with a minimum of 2 hours.

**We the undersigned:**

1. Have read and agree to the Boys and Girls Club of Alpena usage policy.
2. Agree to clean the facilities and ground which are used by us before leaving, and further that we will be held responsible for any damage to building, property or equipment inflicted by members of our group. If damages occur while using the facilities, agree to pay to have these items fixed or replaced. If the area is not cleaned the deposit will be forfeited. See checklist.

3. Agree that adequate supervision will be provided by the group reserving, i.e. at least 1 adult supervisor for every 16 children 17 years old and under.
4. Only shoes that will not damage the gym floor may be worn on the gym floor—no high heels, black soled or street shoes.
5. Agree that no alcoholic beverages will be served, consumed, exchanged, or permitted on Boys and Girls Club of Alpena property.
6. Smoke free campus. Agree that smoking is not allowed in the building or on Boys and Girls Club of Alpena property.
7. Understand that Boys and Girls Club of Alpena is not liable for any accidents or injuries. Groups are expected to carry insurance for their own specific event.
8. Understand that Boys and Girls Club of Alpena is not responsible for lost, stolen, damages, or destroyed items.
9. Agree to hold blameless Boys and Girls Club of Alpena, its employees and staff for any damages or injuries incurred as a result of this event.
10. Understand that the Boys and Girls Club of Alpena reserves the right to refuse usage of the facility for any reason.
11. Understand that Boys and Girls Club of Alpena gives priority for rental time to leasers on a first come first serve basis.
12. Understand that a charge of \$20 will be imposed for any key cards lost. This covers replacement of the key card

**Signed: (Adult in charge that will be present throughout the event.)**

\_\_\_\_\_ Date: \_\_\_\_\_

## **RENTAL/USE OF BOYS AND GIRLS CLUB OF ALPENA FACILITIES POLICIES**

### **A. General Policies**

- a) No alcohol is to be served, consumed or exchanged on Boys and Girls Club of Alpena property
- b) Smoking is not permitted in the building.
- c) We do not assume liability or responsibility for accidents or injuries.
- d) The borrower takes responsibility for all items provided by Boys and Girls Club of Alpena. The borrower assumes responsibility for damaged or broken items. Items damaged or broken must be repaired or replaced by the borrower.
- e) All events must provide adequate supervision of children, i.e. at least 1 adult supervisor for every 16 children 17 years old and under.
- f) Only shoes that will not damage the gym floor may be worn on the gym floor – no high heels, black soled or street shoes.
- g) Boys and Girls Club of Alpena reserves the right to refuse usage of the facility for any reason.
- h) Boys and Girls Club of Alpena gives priority of rental time to leasers on a first come first serve basis and approval of rental time by BGCA.

### **B. Decoration**

- a) Do not remove materials from bulletin boards/walls, just cover with white paper and then decorate.
- b) Any items moved (i.e. tables, chairs, etc.) must be replaced after the event.
- c) No decorations are allowed depicting alcohol, tobacco, drugs, pornographic, or other inappropriate materials.
- d) No decorations are allowed that will damage the wall surface. If damage is found the deposit will be forfeited.

### **C. Cleaning**

- a) Any renter must remove all supplies and food brought for the function.
- b) People renting the gym for sports team practices are required to dry mop the gym floor after practices and check the bathrooms for cleanliness.
- c) All other renters need to follow the attached checklist.

### **CLEANING CHECK LIST**

- All trash is picked up and placed in garbage cans.
- All decorations are removed.
- Gym floor is dry mopped.
- Meeting room is free from trash and vacuumed (if used).

### **Rental/Use of Boys and Girls Club of Alpena- Facilities Policies**

1. Check to see that all outside and inside entry doors are fully closed after entering and exiting the building (this is very important during the heating season).
2. Balls and other sports equipment should **not** be used in the hallways.
3. All sports equipment belonging to your group should be picked up and any softball or baseball equipment returned to the designated storage room or placed in front of the compressed batting cage.
4. Sports equipment belonging to Boys and Girls Club of Alpena should be returned to the shelves or containers in the storage room outside the gym.
5. **Before you leave the building check to see that all equipment is stored properly, toilets are flushed, lights are turned off, all doors in entry areas are fully closed and outside doors are locked.**
6. **Report all damage done to equipment or facility to Bradley Somers (989-590-8626).**