



Dear Applicant,

Thank you very much for considering rental of the Boys & Girls Clubs of Greater Sacramento for your special function. Your support of our organization helps make it possible for us to provide positive, constructive programs and activities for our community's young people.

Enclosed you will find:

1. Facility description outlining spaces for rent and fees.
2. Facility use policies, including alcohol policy, for your review.
3. Application for rental use for your completion.

If you would like a tour of the facility and the available space, please visit or call our Administrative Office to arrange a tour time.

*It is important that you read each section of this packet carefully and that you understand its contents. If something is not clear, please ask for clarification. You will be asked to sign an agreement indicating that you have read and understand all of our policies and will adhere to them. After reading this packet in its entirety and completing and signing the application, please return the application to the Administrative Office. We will then check our master calendar to determine availability and respond to you within ten (10) days of receipt of your request. Once your rental has been approved, we require that you do a facility walk through at which time we will provide a detailed contract verifying costs and details of your function. **Deposit will be due upon signing of facility rental contract.***

The Boys & Girls Club has a Priority Scheduling and Cost Breakdown that you may use to determine fees associated with your event.

Level 1 Non-Profits, Public Entities, Community/Civic Engagement Groups, Churches

Level 2 For-Profit Entities, Unaffiliated Groups, Individuals and Organizations

If you have any questions, or concerns please feel free to call the Administrative Office and speak with our Office Manager. Thank you again for considering rental of the Boys & Girls Clubs of Greater Sacramento.

Boys & Girls Clubs of Greater Sacramento
 5212 Lemon Hill ♦ Sacramento, CA 95824
 916) 392-1350 ♦ FAX: (916) 392-1835

FACILITY	ROOM	Level 1 Cost Per Hour	Level 2 Cost Per Hour	MAXIMUM CAPACITY/ SQ. FEET
Teichert 5212 Lemon Hill Ave	Class Room	Not avail	Not avail	50
	Multipurpose	\$60	\$85	120
	Gymnasium	\$85	\$110	200 *
	Kitchen	\$35	\$50	
	Outdoor Yard	\$35	\$50	
Raley 1117 G Street	Gymnasium	\$75	\$100	150*
	Multipurpose	\$45	\$65	50
	Kitchen	\$35	\$45	
	Playground	\$35	\$45	

FACILITY RENTAL FEES

Unless otherwise specified, renters are responsible for set up, removal of all decorations, and clean up after an event. Set up and clean up times are also billed at the hourly rate.

FEES FOR ALL FUNCTIONS

SECURITY DEPOSIT (TEICHERT)\$500
 SECURITY DEPOSIT (RALEY)\$500
 USE OF DUMPSTER (EVENTS WITH 100+ GUESTS)\$70
 SET UP/ CLEAN UP.....\$300
 STAFF FEES.....\$15 PER HOUR
STAFF FEES ARE ASSESSED IF THE RENTAL IS OCCURRING OUTSIDE OF OUR NORMAL OPERATING HOURS.

***A DEPOSIT IS NECESSARY TO RESERVE FACILITY. Deposits shall be refunded 10 business days after function if proper clean up is completed and no breakage, damage, or policy violations have occurred.**

Proper clean up shall be determined by the Boys & Girls Club Staff.*

ALL FEES ARE DUE 14 DAYS PRIOR TO EVENT

CANCELLATION POLICY

FIFTY (50) PERCENT OF THE SECURITY DEPOSIT WILL BE WITHHELD IF NOTIFICATION OF CANCELLATION IS RECEIVED LESS THAN 30 DAYS PRIOR TO THE APPROVED USE DATE.

USE OF FACILITY POLICIES AND PROCEDURES

DEPOSITS:

The deposit stated is due at the time of completion of the Facility Rental Contract. Deposits are refundable after the event provided that there was no damage or need for additional cleaning, and provided that no Boys & Girls Clubs Policies were violated. Given that this is the case, the deposit will be refunded within 10 business days after the event.

ADVERTISEMENT OF YOUR EVENT:

Before posting your advertisements for your event, please review your advertisement to be sure it is accurate, and complies with all local, state and federal laws as well as with this policy. This policy applies to all content of your advertisement, including the descriptive text and the photographs/images. We reserve the right to cancel any rental at anytime that we deem, in our sole discretion, to violate this policy. **Content must be accurate.** Please make sure that all information you submit is accurate and complete. The use of the agency name in any form (Boys and Girls Clubs of Greater Sacramento or Boys and Girls Clubs) is strictly prohibited. If any information later becomes inaccurate or misleading, your rental will be canceled.

CANCELLATIONS:

Please submit cancellations in writing. If you cancel your reservation with less than 30 days until your scheduled event, 50% of your deposit will be retained.

INSURANCE REQUIREMENTS:

All insurance requirements must be completed prior to use of the facility. The Renter must provide the Boys and Girls Clubs of Greater Sacramento with a Certificate of Insurance and Additional Insured Endorsement naming the Boys and Girls Clubs of Greater Sacramento, its employees, officers, and volunteers as additionally insured. The certificate must be in the amount of \$1,000,000.00 (one million).

SECURITY:

One licensed, bonded and insured security guard is required for every 100 guests. Events with fewer than 100 guests do not require a security guard. A copy of the security agreement must be provided to the Boys & Girls Club prior to the function. Guards are required to arrive ½ hour prior to the event and must remain at the facility until all guests have left. Depending on the nature of the event, the Boys & Girls Club reserves the right to require additional security be provided by renter.

1. If keys are issued, NO copies will be made without prior approval from the Office Manager.
2. Upon completion of rental contract, all keys must be returned within 1 business day.
3. If a security code is issued, the code may not be given to any person other than the authorized representative listed in the rental contract.

SET UP – CLEAN UP:

All cleaning supplies can be found in the storage area where the tables and chairs are located.

All renters are expected to use the trash bins provided at the facility.

1. Renters and guests may enter no earlier and depart no later than the previously agreed times or renter will be charged hourly for the overage.
2. Access to the facilities for set up will be during the hours stated on rental contract ONLY.
3. BGC Sacramento Staff will not be responsible for the moving, setting-up or break down of equipment used during this event, unless previously agreed upon in rental contract.
4. The premises must be left in as good a condition and repair as found at the beginning of rental period.
5. All food, beverages and equipment must be removed at time of clean up and NO LATER THAN THE AGEED UPON DEPARTURE TIME.
6. Return **ALL** tables, chairs, and equipment used to the storage area prior to your departure.
7. Double-sided tape and sticky tack may be used to adhere items to the walls. **NO NAILS, STAPLES or PUSH PINS.**

8. Make sure all items used such as decorations, trash, etc., are completely removed prior to your group's departure. Any additional post-event cleanup that Boys & Girls Club staff needs to do will be deducted from the deposit at the rate of \$20/hour.

OTHER:

9. The thermostat is not to be set below 78° during the summer and not to exceed 68° during the winter.
10. Children must be kept under adult supervision at all times.
11. No smoking, weapons, or glass are allowed on Clubhouse or Teen Center premises.
12. No candles or open flames are allowed on premises.
13. Rooms may only be open for public use between the hours of 7:00 a.m. to 12:00 a.m.
14. All music must be kept at a reasonable level as to not disturb individuals in close proximity to the facility.

BOYS & GIRLS CLUB STAFF EXPECTATIONS AND RENTAL SUPPORT:

1. Staff's first priority is to maintain the safety and security of all people, buildings, and equipment.
2. Boys & Girls Club staff will be familiar with rental agreement, facility guidelines, and be available to answer questions or provide support as needed within the context of the agreement.
3. Renters are responsible for establishing staff contact upon arrival.
4. Staff is instructed to contact the Site Director if any questions arise regarding altering or amending the original rental agreement.

ALCOHOL POLICY

The use of alcoholic beverages in the Boys & Girls Club Facilities is by **advance written permission only** and must comply with all State laws, City policies, and A.B.C. regulations. Failure to comply will result in immediate revocation of permission to use or serve alcoholic beverages; possible termination of the event; and forfeiture of deposits and/or room fees.

1. Alcoholic beverage refers to any beverage that contains **any** amount of alcohol.
2. Alcohol may **not** be served to minors under the age of 21. The patron's failure to comply, monitor, and enforce this law is grounds for terminating the activity and forfeiting the refundable deposits and all of the room fees which have been paid.
3. Serving refreshments containing alcohol is prohibited **unless** dispensed by a licensed caterer or an approved bartender. A.B.C. regulations are to be strictly enforced by the bartender. Alcoholic beverages are not to be consumed outside the facility, with the exception of the enclosed patio area, when part of the rental agreement.
4. Alcoholic beverages may neither be served nor sold prior to or following the scheduled event time, nor until security guards arrive at the facility.
5. Service of alcoholic beverages is limited to a maximum of 6 hours. All service of alcoholic beverages must end 45 minutes prior to the contracted ending time.
6. Wine, punch, beer and champagne may be served out of glasses, cups or cans. Consumption from glass bottles will not be allowed in the building.
7. When serving wine or champagne, all bottles **must** be uncorked in the kitchen prior to serving. Unopened bottles must be stored in the kitchen. **Do not open bottles in any room other than the kitchen.**
8. Alcohol is prohibited at any youth oriented event (such as birthday parties, graduation parties, youth dances, bar mitzvahs).
9. Food and/or substantial snacks must be served during the entire time alcoholic beverages are available for consumption.

ALCOHOLIC BEVERAGE CONTROL INFORMATION SHEET
REQUIREMENTS FOR OBTAINING A LICENSE TO SERVE ALCOHOL

1. If a group is charging for drinks or is charging an admission fee for a dinner which includes alcoholic beverages then these are considered **sales**. In these cases an A.B.C. license is required.
2. If a group uses a caterer or beverage service for alcohol, then it is the immediate responsibility of such services to obtain an A.B.C. Liquor License. This is considered a sale because there is payment for this service by the event holder.
3. Solicitation of donations, selling of tickets or tokens of any kind with alcoholic beverages present requires a license.
4. No license is required when facility is used by a private party with alcohol and no payment of service, donation, fees or charges apply. A private party is not open to the general public. The Boys & Girls Club does still require the retention by the renter of an approved bartender to dispense the alcoholic beverages.
5. Licenses are applicable only for areas(s), date(s), time(s) and person(s) indicated on the permit.
6. If a group is required to obtain an Alcohol License, the Boys & Girls Club will issue a letter of Facility Use Confirmation. The event holder will need to pick up this letter and present it to the Alcohol Beverage Control Board upon application for permit.
7. A copy of the license must be furnished to the Boys & Girls Club at least one week prior to the event. The **original** permit must be posted by your group in plain public view near the bar where the alcohol is being served.

THIS IS GENERAL INFORMATION ONLY. IT IS THE GROUP'S RESPONSIBILITY TO DETERMINE CURRENT A.B.C. REGULATIONS THAT MAY APPLY TO YOUR SPECIFIC EVENT. YOU MAY CALL THE ALCOHOL BEVERAGE CONTROL BOARD AT 751-8570.

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FACILITY USE APPLICATION and CONTRACT

BUSINESS NAME: _____ **TODAY'S DATE:** _____

AUTHORIZED REPRESENTATIVE FOR THIS EVENT: _____

ADDRESS: _____ **CITY:** _____ **ZIP:** _____

PHONE: (____) _____ **EXT:** _____ **CELL PHONE:** (____) _____

EMAIL: _____ **TYPE OF EVENT:** _____

EXPECTED ATTENDANCE: _____ **YOUTH:** _____ **ADULTS:** _____

If over 100 guests, security company that will be used: _____

DATE/DAY(S) REQUESTED: _____ **OCCURRENCE** (circle one): one time ongoing

ARRIVAL TIME: _____ am/pm **DEPARTURE TIME:** _____ am/pm **TOTAL HOURS:** _____

WILL FOOD BE SERVED? Yes No **WILL ALCOHOL BE SERVED?** Yes No

If yes, provide alcohol license #: _____ or bartender's name: _____

FACILITY/ AREA REQUESTED: Raley Branch _____ Teichert Branch _____

<input type="checkbox"/> Entire Clubhouse	<input type="checkbox"/> Multipurpose Room	<input type="checkbox"/> Gymnasium
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Outdoor / Yard	<input type="checkbox"/> Other:

ADDITIONAL REQUESTS / INFO: _____

RELEASE FROM LIABILITY AND INDEMNIFICATION: In consideration of and as a condition for use of above dated facility, applicant/organization hereby agrees to assume any and all risks arising out of or incident to the use of said facility and expressly waives any claim that the applicant/organization may otherwise have against the Boys and Girls Clubs of Greater Sacramento based on the use of the Clubs-owned property or otherwise. Pursuant to this application, applicant/organization further agrees to indemnify, defend and hold harmless the BOYS AND GIRLS CLUBS OF GREATER SACRAMENTO, and it's directors, officers, agents, employees, and volunteers from any and all claims, damages, liabilities losses, or expenses, including bodily injury, property damage, or other loss of applicant's conduct, the conduct of third parties related to applicants use of the facility, or the joint conduct of applicant and The Boys and Girls Clubs of Greater Sacramento. The applicant/organization is responsible for leaving said facility as clean as when found. If any cleanup or damages are identified after usage the applicant/organization will be charged and have all fees deducted from the security deposit. The applicant/organization further agrees to provide a Certificate of Insurance and Additional Insured Endorsement naming the Boys and Girls Clubs of Greater Sacramento as additional insured.

***PLEASE BE SURE TO READ ALL SECTIONS OF THIS PACKET THOUROUGHLY BEFORE SIGNING.**

IF THE BOYS & GIRLS CLUB OF GREATER SACRAMENTO APPROVED APPLICANTS APPLICATION FOR US OF THE FACILITY, THIS FACILITY USE APPLICATION AND CONTRACT SHALL CONSTITUTE A BINDING LEGAL CONTRACT. I HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY AND ENFORCE THE RULES AND REGULATIONS, INCLUDING THE ALCOHOL POLICY, GOVERNING THE USE OF BOYS & GIRLS CLUBS OF GREATER SACRAMENTO FACILITIES.

Signed: _____
 (Must be 18 years of age or older)

Date: _____

 [Organization Signature, which are incorporated herein

Date: _____

Rules and Regulations

Initial _____ I have received a guideline on building usage and all of the policies and procedures of facility rentals and usage.

Initial _____ I understand that my rental time is inclusive of set-up and clean-up time and will not gain access to my facility rental before said time on contract. Bring your Facility Use/Event Permit and contract to the facility with you on the day of your reservation.

Initial _____ I agree that I will: (1) be financially responsible for any costs incurred by Boys & Girls Clubs of Greater Sacramento for damages to BGC Sacramento property; (2) be financially responsible to reimburse BGC Sacramento reasonable attorney fees to enforce the provisions of any contract that is issued for the activity described in this application; (3) forfeit all fees and deposits as partial compensation to BGC Sacramento for any costs associated with the enforcement of the provisions of the application or reservation.

Initial _____ The Responsible Party agrees to fully indemnify, defend, and save harmless, Boys & Girls Club of Greater Sacramento, its officers, agents, employees, and volunteers from and against all actions, damages, costs, liability, claims, losses, judgments, penalties and expenses of every type and description, including, but not limited to, any fees and/or costs reasonable incurred by BGC Sacramento's attorneys and any fees and expenses incurred in enforcing this provision (hereafter collectively referred to as "Liabilities", to which any or all of them may be subjected, to the extent such Liabilities are caused by or result from any negligent act or omission or willful misconduct of the Responsible Party in connection with its use of BGC Sacramento facilities. This shall be continuing release and shall remain in effect until revoked in writing.

Initial _____ I agree to report any discrepancies, complaints, or concerns within 48 hours of facility use. If you have safety concerns, or on-site problems please discuss with the Facility Monitor on site.

Initial _____ I agree to follow all Advertisement policies and procedures as defined in this contract and understand my rental will be canceled if the policy is violated.

Deposit

A refundable cleaning deposit is required with any use of the facility, and it is due at the time you wish to reserve your date. This money is returned to you if facility is returned clean with no damage.

Facility use for Teichert and Raley: Deposit of \$500 required in a separate check

Insurance

A Certificate of Liability Insurance is required in the amount of \$1,000,000.00, naming Boys & Girls Clubs of Greater Sacramento additional insured. NO EXCEPTIONS.

Security

One security guard is required for every 100 people at your event.

Local Resources:**Party Rental Equipment:**

- America's Party Rental: (916) 339-3544
- Classic Party Rentals: (916) 444-6120

Security Guards

- Asra Protecton Services (916) 525-7548
- Comprehensive Security Services, Inc. (916) 683-3605

Insurance Provider

- Your Homeowner's Insurance can usually provide you with a certificate of liability.

Due at Time of Reservation: \$500 Security Deposit (Received by _____)

Due 14 days prior to rental date: Rental Fees & Facility Attendant Fee Total\$ _____

Due 14 days prior to rental date: Certificate of Liability Insurance (Received by _____)