



The Boys & Girls Club of Chester
201 East 7th Street
Chester, PA 19013

Meeting Room Rental Agreement Form

Today's Date _____

Organization Name _____ Phone Number _____

Organization Address _____

Authorized Representative _____

Address & Phone Number (if different from above) _____

Meeting Date Request _____ Nature of Meeting _____

Meeting Time Set-up will begin _____ Clean up will end at _____

Projected Attendance: _____

Room Requested (check one):

Classroom Gymnasium

Computer Lab II Community Room

Set-up Required _____

Rental Charge

Room Charge _____

Table Charge _____

Other Charges _____

Total Cost _____

Additional Notes:

Please make checks payable to The Boys & Girls Club of Chester for the total rental cost.

I have completely read and fully understand the policies, rules, and disclaimers pertaining to the use of The Boys & Girls Club rooms. I agree to be responsible for complying with them and making all payments as called for herein.

Signature _____

Date _____

For Office Use Only: Approved Yes _____ No _____

Method of Payment: Check No. _____ Cash _____

Total Amount Due: _____ Payment Received on _____

Staff Signature _____ Date _____



**BOYS & GIRLS CLUB
OF CHESTER**

201 East 7th Street
Chester, PA19013

Rental Agreement

Space Rental Checklist & Details

If you are interested in renting space at The Boys & Girls Club of Chester, please follow the processes below. Request for space must be received at least **four weeks in advance** keeping in mind that reservations are not guaranteed until a fully executed contract has been signed and all required documents and payment have been received.

1. Contact The Boys & Girls Club of Chester at 610-874-1237 or send an email to chesterboysclub@comcast.net and indicate the dates for which you wish to rent a space for your event or meeting. Decide whether the space will be appropriate for your needs by scheduling a walkthrough. If, after completing the walkthrough, you would like to request space, please email ccbgssec@comcast.net and request a space rental form.
2. **Determine what your need will be and complete the space rental request form. After The Boys & Girls Club of Chester has determined your requirements, you will receive a fully executed contract agreement for your signature. Due at least 10 calendar days prior to the event date the following paperwork needs to be completed: the contract, a copy of your organization's 501(c) 3 determination letter (if applicable), and all payments. Checks for rental fees should be made out to The Boys & Girls Club of Chester. No payments can be made by credit card.**
3. Cancellations must be received at least 10 days prior to the event in order to receive a full refund of the rental fee.
4. Any contract issued by The Boys & Girls Club of Chester cannot be changed by the signatory.
5. Please note: no space is reserved until all necessary paperwork is completed and submitted.
6. If applicable, set-up arrangements must be completed up to 24 hours prior to the event.
7. Events are not permitted after 12:00a.m. (Midnight). All guests attending the event must be off the premises by 12:05 a.m.
8. The renter assumes all responsibility for payment for any damages as a result of their event *(Please see security deposit statement.)*

Meeting Space Details

Outside groups may use up to two spaces in The Boys & Girls Club of Chester for meeting and events for a fee. Nonprofit organizations, with 501(c) 3 status, will receive a small discount *(see facility rental costs)*.

- **Classroom** features moveable classroom style seating; which can seat up to 50 people, but may hold up to 70 people without tables.
- **Gymnasium** can seat up to 175 people, but may hold up to 225 standing. The usage of the gymnasium may come with additional restrictions and requirements.
- **Computer Lab II** features 12 desktop computers that can accommodate 12 people seated. The computer lab may come with additional requirements to cover ink cartridge and paper expenses.
- **Small Community Room** can sit up to 20 people. This space is ideal for day meetings.

Audio-visual equipment is not available in any spaces. Organizations will be responsible to provide their own audio-visual equipment if needed.

Consumption of alcohol is not permitted on the premises (*without prior authorization from the Executive Director*).

Greeters and/or Registration Desk Attendants are encouraged to ensure that only invited guest/attendants enter the event.

The Boys & Girls Club of Chester does not provide printer, copier or fax services for public use. Use of computers and phones are available as requested by the event organizer.

SPACE AVAILABILITY

Space is routinely available from 8:00 am – 8:00 pm on weekdays; 8:00 am - 5:00pm on Saturdays; Sundays and additional hours not listed are available per request. Specific times may not be available due to prescheduled programs by The Boys & Girls Club of Chester. Please check availability before scheduling. (All events must be preauthorized and approved by the Boys and Girls Club of Chester Executive Director.)

RENTAL FEES

SPACE	FEES	(X)
Classroom (Full)	\$75.00 per hour	
½ Classroom	\$40.00 per hour	
Computer Lab 1 & 2	\$50.00 per hour	
Small Community Room	\$25.00 per hour	
Gymnasium (half-court) small scale events (floor covering additional)	\$40.00 per hour	
Gymnasium (full-court) Basketball Practices	\$60.00 per hour	
**Gymnasium (full-court) large scale events (Rental Fees cover cost of protective cover for gym floor)	\$1,500.00	
Kitchen	\$60.00 per hour	
Security Deposit	\$150.00	
TOTAL		

Security Deposit - \$150.00

(This fee will be refunded if the facility is clean and not damaged following the event.)

****Gymnasium price reflects large scale events, galas, meetings, etc. Additional fees may apply. Discussion with the Executive Director will need to occur before any further steps are taken in this process.**

Catering, Audio-Visual, and Equipment Rental Services

Catering, and other services are to be arranged independently by your organization, The Boys & Girls Club of Chester should know about arrangements in advance. Payments for these services must be arranged with and made directly to the entity selected. The Boys & Girls Club of Chester seeks to support business located in the City of Chester; although not absolutely necessary to your organization.

Table Rental Fees

If you require additional tables, you may arrange to bring your own or rent 8'Lx30-1/4"W x 2-1/4"Dx29.5"H from The Boys & Girls Club of Chester at \$15.00 per table. Table cloths will not be provided. Your organization will be responsible to provide this amenity if required. Club staff are available to assist with set up the tables.

Clean-Up

It is expected that your organization fully cleans and restores the space to its original state following the event. Charges may be applied if the Boys and Girls Club is required to clean up following the event. Please note that a security deposit of \$150.00 is required for all contracts. The security deposit will not be refunded if the building is not restored to its original state.

Hold Harmless Clause – *See attached Agreement (Page 4)*



**BOYS & GIRLS CLUB
OF CHESTER**

**BOYS & GIRLS CLUB OF CHESTER
WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT**

1. In consideration for receiving permission to use The Boys & Girls Club of Chester, ("the facility") on _____(date), I hereby release, waive, discharge and covenant not to sue the Boys & Girls Club of Chester, its officers, agents and employees (hereinafter referred to as "releasees") from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or relating to any loss, damage or injury, including death, that may be sustained by me, or to any property belonging to me, whether caused by the negligence of the releases, or otherwise, while renting the facility, or while in, on or upon the premises where the rental is being conducted, while in transit to or from the premises, or in any place or places connected with the rental of the facility.

2. I am fully aware of risks and hazards connected with being on the premises and participating in the rental of the facility, and I am fully aware that there may be risks and hazards unknown to me connected with being on the premises and participating in the rental of the facility, and I hereby elect to voluntarily rent the facility, to enter upon the above named premises and engage in activities knowing that conditions may be hazardous, or may become hazardous or dangerous to me and my property. I voluntarily assume full responsibility for any risks of loss, property damage or personal injury, including death, that may be sustained by me, or any loss or damage to property owned by me, as a result of my being a renter of the Boys and Girls Club facility, whether caused by the negligence of releases or otherwise.

3. I further hereby agree to indemnify and save and hold harmless the releases and each of them, from any loss, liability, damage or costs they may incur due to my rental of the facility, whether caused by the negligence of any or all of the releases, or otherwise.

4. It is my express intent that this Release shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a Release, Waiver, Discharge and Covenant Not to Sue the above named releases.

In signing this release, I acknowledge and represent that:

- A. I have read the foregoing release, understand it, and sign it voluntarily as my own free act and deed;
- B. No oral representation, statements or inducements, apart from the foregoing written agreement, have been made;
- C. I am at least eighteen (18) years of age and fully competent;
and
- D. I execute this Release for full, adequate and complete consideration fully intending to be bound by same.

Renter's Name (Print)

(Signature)

Witness Name (Print)

(Signature)

Date: _____