

Updated 1.17.2020



Facility Rental Information
West Bend/Prescott Center
925 N. Silverbrook Drive | West Bend, WI | 53090 | 262.334.3732

FOR OFFICE USE ONLY:

Application Received

Date: _____ Initial: _____

Payment Received

Date: _____ Initial: _____

Key Given: Y / N

#: _____

Individual/Group Name Renting Space: _____

Type of Group/Reason for Rental: _____ Size of Group: _____

Address: _____

City: _____ State: _____ Zip: _____

Main Phone Number: _____ Other Phone Number: _____

**The following information will only be used if contract expectations are not met:*

Credit Card Number: _____ - _____ - _____ - _____ Expiration Date: ____/____

RENTAL INFORMATION

Day of the Week: _____ Date(s): _____

Time Frame: _____ to _____ *Extra time for set-up? Yes No Notes: _____

Available Rooms	Price/Hour	3-4 Hours Flat Rate	4+ Hours Additional Fees
Cafeteria & Kitchen	\$75	\$225	\$100/Hour
Games Room	\$75	\$225	\$100/Hour
Gymnasium	\$75	\$225	\$100/Hour
Entire Building *Includes Cafeteria & Kitchen, Games Room, & Gym	\$175	\$350	\$125/Hour

RENTAL DISCOUNT – Civic, cultural, and nonprofit educational groups may be eligible for a rental discount. Inquire about special pricing. Youth athletic groups may be eligible for a rental discount as well.

EQUIPMENT USAGE – Please inquire about any additional equipment needs (ie. projector, music, Internet)

PLEASE LIST ADDITIONAL REQUESTS:

Payment Due: _____ (Two Weeks Before Rental Date) **Checks Payable:** Boys & Girls Clubs of Washington County
Will there be children between 6 and 17 years old? Yes No *If Yes, Community Participant Forms Required

Important Note: Failure to abide by contract expectations will result in credit card on file to be charged accordingly.

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General Facility Rental Rules & Regulations

RENTAL HOURS – Normally will not rent building out during Club hours. Club hours are typically Monday through Friday; 3:00pm to 7:00pm during the school year and 7:00am to 5:00pm during the summer. Call for availability.

PAYMENT – Full payment is due two weeks before scheduled event, along with completed contract. Rental fees can be refunded if the Boys & Girls Club receives notification at least 7 days prior to rental date. Notification received after this point will receive 50% of their payment back.

ADULT CHAPERONES – One adult chaperone (minimum age 21) is required for every group and must remain with the group at all times. The chaperone(s) assume total responsibility for the group and the facility.

FOOD – Food should be prepared before delivery to the Boys & Girls Club. It is the responsibility of the individual to keep food warm/cold. Food can be served in designated areas only. Please inquire about special circumstances.

ALCOHOLIC BEVERAGES – Alcoholic beverages are not permitted in Boys & Girls Club facilities.

DECORATIONS – Decorations are allowed as long as they do not cause damage to Club property. If putting decorations on the wall, masking tape must be used as to not peel off paint or damage the walls. All decorations must be removed and disposed of at the end of the rental.

CLEAN UP – Rental groups are responsible for removal of all decorations and trash. The facility must be left in the same condition as found. Please return Club property to its original position prior to exiting the building. Vacuums, brooms and cleaning supplies are available for use in cleaning closet.

Damages – All damages to the building or Club property will be the responsibility of the rental group to replace.

SET UP – Set up of interior furnishings is the responsibility of the rental group. It is recommended that the renting individual visit the Club prior to the rental date to ensure that the accommodations are acceptable. Please inquire if special set-up accommodations are needed.

*I, _____, hereby agree to fulfill this contract to the best of my ability. I fully realize and recognize the contents of this contract and that failure on my part of any of the provisions outlined in this contract will result in whatever action the Boys & Girls Club may deem necessary

Individual Renting Space – Signature

Date

Boys & Girls Club Representative – Signature

Date

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