

# FACILITY RENTAL PACKET



Dear Renter,

We appreciate your consideration for a facility rental of the Boys & Girls Clubs of the North Valley (BGCNV) to host your special occasion. Your support for our organization helps make it possible for us to provide positive and engaging programs and activities for our community's young people.

Enclosed you will find:

1. Facility Descriptions: Outlines the rental spaces and fees.
2. Facility Use Policies: Includes information regarding our alcohol and safety policies, etc.
3. Rental Checklist: This is an example that is given to you upon the completion of your rental, which will be completed by you and then checked by BGCNV staff.
4. Rental Agreement: This provides BGCNV with specific information to assist us in meeting your rental needs.

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. By signing the Rental Agreement, you are stating 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 Office Manager in the Administrative Office. Upon receipt of the rental application, the Office Manager will look into the availability of your request rental space, date, and time, and will respond to the request within 5 business days.

Once your rental application has been processed, we will require the following from you:

1. Rental Agreement: This states that BGCNV has determined that there is availability for your rental needs when it is signed by both parties.
2. Deposit: This is due upon the completion of the Rental Agreement where both parties have signed the document.
3. Insurance Paperwork: Must be received 14 days prior to the rental.
4. Rental Payment: Must be received 14 days prior to the rental.
5. Other Paperwork: This may include security company information, ABC paperwork, etc. and must be received 14 days prior to the rental.

With any questions or to schedule a facility tour, please feel free to contact the Office Manager at (530) 899-0335 or [kellen@bgcnv.org](mailto:kellen@bgcnv.org).

Thank you for your consideration in renting the Boys & Girls Clubs of the North Valley facilities.

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## FACILITY RENTAL SPACES & FEES

FACILITY	ROOM	COST PER HOUR	MAXIMUM CAPACITY/ SQUARE FEET
BELLIN CENTER	Conference Room	\$50	8 assembly 500 square feet
<b>CHICO CLUBHOUSE (CCH)</b>	Entire Clubhouse	\$125	267 assembly 3997 square feet
	Conference Room	\$50	25 assembly 374 square feet
	Multipurpose Room	\$50	92 assembly & 50 seated 761 square feet
	Art & Science	\$50	92 assembly & 50 seated 761 square feet
	Multipurpose & Art/Science	\$75	218 assembly & 100 seated 1522 square feet
	Games Room	\$50	58 capacity 1150 square feet
	Kitchen	\$50	12 assembly 387 square feet
	Patio/Outside	\$50	LOTS!
<b>CHICO SITES BIRTHDAY PARTY PACKAGE: \$250 FOR 3 HOURS AND UP TO 3 ROOMS/SPACES AT ONE SITE</b>			
<b>CHICO TEEN CENTER (CTC)</b>	Entire Teen Center	\$125	551 assembly 8253 square feet
	Gymnasium	\$65	300 assembly & 250 seated 5613 square feet
	Teen Center & Commercial Kitchen	\$80	176 assembly 2640 square feet
	Gymnasium & Commercial Kitchen	\$80	300 assembly & 250 seated 5613 square feet
	Teen Center (Main Area)	\$65	75 assembly 1500 square feet
	Commercial Kitchen	\$65	8 assembly 45 square feet
<b>PARADISE TEEN CENTER (PTC)</b>	<b>PTC BIRTHDAY PARTY PACKAGE: \$150 FOR 3 HOURS AND UP TO 3 ROOMS/SPACES</b>		
	Entire Teen Center	\$75	140 assembly 3700 square feet
	Front Games Room	\$40	35 assembly 1512 square feet
	Back Games Room	\$40	15 assembly 676 square feet
	Kitchen	\$35	12 assembly 594 square feet
	Computer Lab	\$35	10 assembly 306 square feet
	Art Room	\$35	8 assembly 200 square feet
	Outdoor Basketball & Horseshoe Pit	\$35	35 assembly 1558 square feet

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## FACILITY RENTAL POLICIES AND PROCEDURES

### RENTAL DETAILS:

- All rentals come with one staff member whose main priority it so make sure the Renter has what is needed for their rental, to make sure Renter abides by the Rental Agreement and to make sure our facility is respected.
- All rentals come with the use of tables and seating for up to 25 people.
- For additional seating, there will be a \$15 fee for every 25 people.
- To have BGCNV setup and cleanup your seating, the fee is the cost of one hour of the facility you are renting.
- For parties over 100 people, there may be a fee up to \$100 for use of the dumpster.
- A deposit of up to \$500 may be required to reserve your rental.
- The rental deposit will be refunded up to 14 days after the rental as long as no policy violations or damages have occurred.
- All/some of the deposit/rental fee may be withheld if notification of cancellation is received less than 14 days prior to the approved use date.
- Rental payments are due 14 days prior to the event and may be given via credit card, money order, cashier's check, or business check.
- If all rental materials are not received 14 days prior to the event, there may be a charge of \$25 or more.

### FACILITY USE:

- Renter shall be conducted rental activities in a safe manner and not endanger the facility, the surrounding area and/or any person(s).
- No illegal activity or acts of disobedience shall be conducted on the Boys & Girls Club premises or in conjunction with Renter.
- Any activity during the Renter's event in default of any of the measures specified in the Facility Use section or the Rental Agreement may result in termination by the BGCNV at any time including the day of or during the rental event.

### INSURANCE REQUIREMENTS:

- All insurance requirements must be completed 14 days prior to use of the facility. The Renter must provide the Boys and Girls Clubs of the North Valley with a Certificate of Insurance and Additional Insured Endorsement naming the Boys and Girls Clubs of the North Valley, its employees, officers, and volunteers as additionally insured. The certificate must be in the amount of \$1,000,000.00 (one million).

### SECURITY REQUIREMENTS:

- One licensed, bonded and insured security guard is required for every dance or social and for every 100 guests. A copy of the security agreement must be provided to the Boys & Girls Club 14 days prior to the function. Guards must remain at the facility until all guests have left.
- If keys are issued, no copies will be made of them. All keys must be returned within one business day of the event. If a security code is issued, the code may not be given to any person other than the authorized Renter listed on the rental contract.

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## FACILITY RENTAL POLICIES AND PROCEDURES

### SET UP & CLEAN UP:

All cleaning supplies can be found in the designated cleaning supplies area. Renter is expected to use the trash bins provided at the facility.

- Renter may enter no earlier and depart no later than the agreed times on the Rental Agreement or the Renter will be charged for the overage.
- Access to the facilities for set up will be during the hours stated on the Rental Agreement ONLY.
- BGCNV staff will *not* be responsible for the moving, setting up, or breaking down of equipment during the Renter's event, unless previously agreed upon and stated in the Rental Agreement.
- Double sided tape, adhesive tape, or painters tape are the only items that can be used to secure decorations and items to the walls.
- The facility and premises must be left in as good of condition as found at the beginning of the rental.
- All items such as decorations, food, trash, beverages and equipment must be removed at the time of clean up and no later than the agreed upon time stated in the Rental Agreement. Any additional post-event cleanup that BGCNV staff needs to do will be deducted from the Renter's deposit at a minimum rate of \$25 per hour.
- All tables, chairs, and equipment used must be returned to the area where they were found at the beginning of the rental.
- The Facility Rental Checklist must be completed by the Renter and signed, then returned to BGCNV staff prior to departure, unless otherwise agreed upon in the Rental Agreement.

### OTHER:

- Children must be kept under adult supervision at all times.
- No smoking or weapons are allowed on the Clubhouse or Teen Center premises.
- No candles or open flames are allowed on premises.
- All music must be kept at a reasonable level so as to not disturb individuals in close proximity to the facility.

### BGCNV STAFF EXPECTATIONS AND RENTAL SUPPORT:

- BGCNV staff's first priority is to maintain the safety and security of all people, buildings and equipment.
- Staff will be familiar with the Rental Agreement and will be available to answer questions or provide support as needed within the context of the Rental Agreement.
- Renters are responsible for establishing BGCNV staff contact upon arrival.
- BGCNV staff have additional staff contact phone numbers should any questions arise.

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## FACILITY RENTAL POLICIES AND PROCEDURES

### ALCOHOL POLICY:

The use of alcoholic beverages in the BGCNV facilities is by advanced written permission only and must comply with all state laws, city policies, and A.B.C. regulations. The license number and verification of the company and/or bartender serving alcohol must be submitted to the BGCNV by Renter at least 14 days prior to the event. Failure to comply may result in immediate revocation of permission to use or serve alcoholic beverages; possible termination of the event; and forfeiture of deposits and/or rental fees.

- Alcoholic beverage refers to any beverage that contains any amount of alcohol.
- Alcohol may not be served to minors under the age of 21. Renter's failure to comply, monitor, and enforce this law is grounds for terminating activity and forfeiting the refundable deposits and all rental fees.
- Serving refreshments containing alcohol is prohibited unless dispensed by a licensed caterer, an approved bartender, or through the certification of an A.B.C. certification for the event. A.B.C. regulations are to be strictly enforced by the Renter. Alcoholic beverages are not to be consumed outside the facility, with the exception of the enclosed patio area, when it is part of the Rental Agreement.
- Alcoholic beverages may neither be served nor sold prior to or following the scheduled event time, nor until security guards arrive at the facility.
- 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.
- 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.
- When serving wine or champagne, all bottles must be uncorked in the kitchen (and nowhere else) prior to serving. Unopened bottles must be stored in the kitchen.
- Food and/or substantial snacks must be served during the entire time alcohol beverages are available for consumption.

### REQUIREMENTS FOR OBTAINING A LICENSE TO SERVE ALCOHOL:

- If the Renter 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.
- If the Renter 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.
- Solicitation of donations, selling tickets or tokens of any kind with alcohol beverage present requires a liquor license.
- No license is required when the 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. BGCNV does still require the Renter to have an approved bartender to dispense the alcoholic beverages.
- A.B.C. Licenses are applicable only for the area(s), date(s), time(s), business(es), and person(s) indicated on the permit.
- If the Renter is required to obtain an Alcohol License, the BGCNV will issue a letter of facility use confirmation. The Renter will need to pick up this letter and present it to the Alcohol Beverage Control Board upon application for the permit.
- A copy of the Alcohol License must be furnished to the BGCNV at least 14 days prior to the event. The original permit must be posted by the Renter in plain public view near where the alcohol is being served.
- *This is general information only. It is the Renter'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 224-4830.*

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## FACILITY RENTAL CHECKLIST EXAMPLE:

Facility Rental Company:	<u>Renter Name</u>	Renter Initial	Staff Initial
Area Rented:	<u>Site</u>		
Date of Rental:	<u>Saturday, December 31, 2016</u>		
Time of Rental:	<u>7:00pm to 11:00pm</u>		
<input type="checkbox"/>	<u>Removed all personal items</u>		
<input type="checkbox"/>	<u>Removed all decorations</u>		
<input type="checkbox"/>	<u>Returned all equipment (to original floorplan)</u>		
<input type="checkbox"/>	<u>Checked Bathrooms</u>		
<input type="checkbox"/>	<u>Swept (as needed)</u>		
<input type="checkbox"/>	<u>Mopped (as needed)</u>		
<input type="checkbox"/>	<u>Emptied all trash cans</u>		
<input type="checkbox"/>	<u>Turned in Checklist to Staff</u>		

NOTES:

Renter Contact: Ashley  
 BGC Staff is: Kira

**\*\*By signing this document I acknowledge that I have done all of the above items. I understand that an amount will be deducted from the Rental Deposit or Fee for each occurrence when the above mentioned items are neglected.**

\_\_\_\_\_  
 RENTER SIGNATURE

\_\_\_\_\_  
 PRINTED NAME

\_\_\_\_\_  
 STAFF SIGNATURE

\_\_\_\_\_  
 PRINTED NAME