



**BOYS & GIRLS CLUB**  
OF FOND DU LAC

**GREAT FUTURES START HERE.**

## **Building Rental Agreement**

### **Contract Information**

**Individual/Business/Group Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone Number: (Home)** \_\_\_\_\_ **(Cell)** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

### **Pricing**

**Boys & Girls Club Member/Family - \$50 per hour**

**Community Participant - \$75 per hour**

### **Building Availability**

The Johnsonville Club Teen Center is available for rent at any time in which there are no Boys & Girls Club programs scheduled. Regularly, the Teen Center is in operation Monday-Friday from 2:30-7:00pm during the school year, and Monday-Friday 9:00-5:00pm during the summer months. Please contact the Club regarding specific days of interest, as programming is inclusive of special events scheduled throughout the year.

### **Usage Request**

**Requested Rental Date:** \_\_\_\_\_

**Event Description:** \_\_\_\_\_

**Time Frame:** \_\_\_\_\_

**Total # of hours:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**For Office Use Only**

**Approved(Initials):** \_\_\_\_\_

**Denied (Initials):** \_\_\_\_\_

**Reason for Denial:**

\_\_\_\_\_  
\_\_\_\_\_

### **Facility Usage includes:**

- Access to the Teen Center recreational area of the Boys & Girls Club
- Usage of all table games (pool, ping pong, air hockey, etc.) and equipment
- Usage of refreshment bar, refrigerator/freezer for food prep and storage
- Usage of X-Box Kinect and Nintendo Wii systems and games
- Usage of projector/sound system for playing music, movies or slideshows or other computer/technology related needs
- Coat rack in BGC lobby

**Rental Agreement:**

We ask all participants and guests to act in a manner that upholds our core values of caring, honesty, respect and responsibility when visiting the Boys & Girls Club.

- Please note that YMCA facilities, including the pool and gyms are not a part of this usage agreement
- Other areas of the Boys & girls Club not listed on page 1 are not available for usage by any building renter.
- Full payment is due upon booking.
- It is understood that if you need to cancel for any reason, that half of the rental amount is nonrefundable.
- The maximum number of persons allowed to use the facility per rental is 100 individuals.
- Renters are required to leave the building as they found it, including cleaning up any trash created during the party and making sure chairs and other furniture are put back and equipment is returned to its original place.
- The renter is not able to hang signs or any other materials using any adhesive materials on the walls, cabinetry, windows or any other surfaces of the teen center.
- The renter assumes all responsibility for any broken or damaged items, furniture or equipment that take place during the rental period. All damages should be reported to Club staff members immediately.

If for some reason you arrive at your scheduled time and the Boys & Girls Club representative is not there, please contact the following people:

- Katie Ulezelski – 920-946-9339
- Karissa Schneider – 920-948-9083
- Dan Hebel – 920-904-0126

Please allow 5 minutes grace period before call the numbers above.

**Confirmation:**

Party Date \_\_\_\_\_ Total Cost \$ \_\_\_\_\_

Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff Initials \_\_\_\_\_

Scheduled in Rental Calendar \_\_\_\_\_