

# Boys & Girls Club of Parkersburg Facility Use Agreement

1. **Security Deposit is required at the time of rental or the date will not be reserved.** The Security Deposit will returned via check by mail 4 weeks after the rental date, assuming there is no cancellation, late departure, damage, missing items or other reason to withhold the deposit.
2. The Club will charge cancellation fees per the schedule is below:

Notice Provided	Rental Refund	Deposit Refund
2+ weeks	100%	0%
1-2 weeks	50%	0%
Less than 1 week	0%	0%

3. The times of rental are inclusive of set-up and clean-up of the rental areas. **You may not arrive early** to prepare or decorate rooms and you must be prompt in departing the facility as another rental may be scheduled immediately following. A minimum late fee of \$25 plus the prorated portion (rounding up to the next 15 minutes) of the rental cost for every area not vacated by the contracted end time.

Example: Exceeding the rental time of the Games Room & Gym by 20 minutes would incur a late fee of \$50.00. This consists of a \$25 late fee + \$25 prorated rental fee for the Games Room & Gym (rounded up to 30 minutes past).

4. **NO SMOKING OR ALCOHOLIC BEVERAGES ARE PERMITTED ANYWHERE ON THE PROPERTY.**
5. **REFRESHMENTS** are allowed only in designated areas (**Snack Room & Kitchen**) and then only if you have made arrangements for this at the time of signing the contract.
6. All entry and exit will be either the membership entrance or main entrance as discussed with rental personnel.
7. Parking is limited so please plan in advance. Please park only in approved designated areas.
8. Rental of an area entitles you only to the use of that specific area and then only for the activities that are normally conducted there.
9. The Club assumes no responsibility for items which have been lost, stolen or thrown away.
10. Please exercise care and discretion in use of Club facilities and equipment and provide adequate supervision. The renter will loose their security deposit and the Club may charge the renter for any additional costs to repair any equipment harmed from breaking of the contract terms or inappropriate use. (Example: Re-felting of pool tables which have stains from spilled drinks.)
11. Areas of the Club not rented by you remain available for the use of other groups.
12. **POOL RENTAL** – You must have **Red Cross or YMCA Certified Life Guards**. If you use a Life Guard that we do not have on file you must bring a copy of their current Red Cross Certificate into us **at the time of contract**. You will **NOT** be allowed use the pool without the certificate. Two Lifeguards are required for up to 60 people in the pool.
13. **GYM RENTAL** – Non-Marking shoes are required in gym. Hard-soled shoes are prohibited.

**For more information or questions about your rental, please call our office at 304-485-6434.**

**Thank you for helping support the Boys & Girls Club of Parkersburg.**

