

Boys & Girls Club of Parkersburg Facility Use Agreement

1. **NO SMOKING OR ALCOHOLIC BEVERAGES ARE PERMITTED ANYWHERE ON THE PROPERTY.**
2. **Full payment is required at the time of rental contract.** The Deposit will returned via check by mail 4 weeks after the rental date, assuming there no cancellation, late departure, damage, missing items or other reason to withhold the deposit.
3. Please schedule your rental to include time your set-up and clean-up 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.
4. **LATE FEE:** A late fee of \$25 plus the prorated portion (rounding up every 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 by 20 minutes would incur a late fee of \$37.50. This consists of a \$25 late fee + \$12.50 prorated rental fee)
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. **GAMES ROOM** – Please monitor your guests to ensure equipment is used appropriately. Billiards tables may not be moved. Other equipment may be moved only by the Club Staff with advanced notice.
7. **GYM RENTAL** – Non-Marking shoes are required in gym. Hard-soled shoes are prohibited. (Heels, boots, etc.)
8. **POOL RENTAL** – You must provide **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 a valid certificate. Two Lifeguard are required for 1-60 people in the pool. Three Lifeguards are required for 61 to 90 people. Any child under 48” tall must have an adult with them in the pool.
9. **SUPERVISION** – You are solely responsible for supervision of guests. Please ensure 1 adult for every 15 children in each of the following rooms -Games room, Snack room & Gym. The Pool area requires 1 adult for every 6 children swimming, on the deck or in the spectator area. Failure to provide adequate supervision will lead to immediate termination of contract without refund.
10. 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. Areas of the Club not rented by you will be available for the use of other groups.
11. All entry and exit should be via Membership Entrance on the parking lot side of the building or Main entrance, if desired.
12. Parking is limited so please plan in advance. Please park only in approved designated areas.
13. The Club assumes no responsibility for guest’s items which have been lost, stolen or thrown away.
14. Please exercise care and discretion in use of Club facilities and equipment and provide adequate supervision. In addition to losing the security deposit, the Club will charge the renter for any additional costs to repair any equipment harmed from inappropriate use. (Example: Re-felting of pool tables which have stains from spilled drinks.)
15. The Club will charge cancellation fees per the schedule is below:

Notice Provided	Rental Refund	Deposit Refund
2+ weeks	100%	0%
8-14 days	75%	0%
48 hrs – 7 days	50%	0%
Less than 48 hrs	0%	0%

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.

