

15 Memorial Dr.
 Lunenburg MA 01462
 978-582-6407
 Director@bgcluboflunenburg.org



**BOYS & GIRLS CLUB
 OF LUNENBURG**

Date Applied: _____
 Total Rental Fee: _____
 Deposit Paid: _____
 Balance Due: _____

Name of Person Responsible for Rental: _____

Organization Representing (if applicable) _____

Mailing Address _____

Telephone _____ Email Address _____

Purpose of Rental _____ Number of Attendees Expected _____

Date of Event _____ Time of Event _____

If requesting multiple dates, please list here _____

FEE SCHEDULE

Please CIRCLE the option that fits your needs:

Monday through Thursday evenings 7pm to 9pm Only				
	Non-Profit/ Member	Resident	Non-Resident	Profit
1st Floor	\$25	\$40	\$50	\$75
Whole Building	\$50	\$80	\$100	\$150
Saturday OR Sunday 11am to 4pm OR 5pm to 10pm				
	Non-Profit/ Member	Resident	Non-Resident	Profit
1st Floor	\$50	\$75	\$100	\$125
Whole Building	\$100	\$150	\$200	\$250
Car Wash for Non-Profit Groups \$10 per hour				

I have read, agree to, and initialed all the terms set forth in the Responsibilities of Persons Using the BGCL. I understand that a 50% deposit is required at time of booking, and that 14 calendar days' notice are required to avoid forfeiture of that deposit. The balance is due no later than the day of the event, and if booking with less than 14 days' notice the deposit is non-refundable. I further understand that I am subject to fees as set forth in the Responsibilities of Persons Using the BGCL if we breach them in any way.

Signature _____ Date _____

DIRECTOR & COMMITTEE APPROVAL _____ DATE _____

BGCL Contact : _____

BGCL representative in case of emergency

phone number



**BOYS & GIRLS CLUB
OF LUNENBURG**

**RESPONSIBILITIES OF PERSONS/ORGANIZATIONS RENTING
THE BOYS & GIRLS CLUB OF LUNENBURG**

Please Initial After Each Item. Failure to comply can and will result in additional fees.

- All renters shall enforce and obey all local and state rules and regulations pertaining to the use of the building. _____
- Smoking, use of alcohol, and any use of drugs are **absolutely prohibited**. This is a public building, owned by the Town of Lunenburg, and subject to local, state, and federal laws regarding use of public buildings. The Club is monitored by security cameras, and renters who fail to comply with this are subject to prosecution. _____
- Rental times are clearly stated in the contract. **Time needed for set up and clean up are expected to be included in the time booked**. If additional time is needed, that should be requested and addressed in the contract. No parties will be allowed to enter prior to their start time or stay later than their end time without PRIOR APPROVAL of the BGCL Director. Parties who enter the building earlier than, or stay in the building longer than, the time agreed upon in the contract will be fined \$25/hour, with a minimum fine of \$25. _____
- Renters are ONLY allowed in the part(s) of the building designated in the contract. Renters must also supply all their own food/beverages, paper/plastic plates and utensils, and kitchen paper towels. _____
- Renters are responsible for supervision of children and teens on BOTH floors at all times. Children/teens will not be allowed in the building without adult supervision, **at least one adult per floor please**. _____
- Renters using the building MUST be responsible for:
 - Set up and Take Down of chairs/tables not already present _____
 - Rubbish removal – authorized use of dumpster in side parking lot _____
 - Wash all dishes/utensils/appliances and return to where you found them _____
 - Sweeping downstairs floor, mopping where necessary. Vacuuming rugs both upstairs and downstairs if needed _____
 - Check all bathrooms to be sure faucets are off and any obvious debris is removed. _____
 - If clean-up is required by Club staff after an event, a fee of \$25/hour will be charged to the person responsible for the contract. _____
- It shall be the responsibility of the person/organization renting the facility to promptly reimburse the Club for any damage done to the property or equipment that did not exist before. _____
- Upon leaving the premises, person responsible for rental must ensure all doors and windows are locked, all lights are off, and thermostats are returned to where they were found (60 degrees in cooler months, “off” in warmer months.) _____
- Loss of Club key will result in \$25 fine. _____
- Non-compliance of these terms will result in suspension of future rental privileges. _____