



**BOYS & GIRLS CLUB
OF APPLETON**

BUILDING USE FORM

Boys & Girls Club of Appleton/The CLUB Teen Center

Please submit this form to the Boys & Girls Club of Appleton *at least 14 business days prior to requested use date*. Please direct all questions regarding the use of the Boys & Girls Club of Appleton to **Ross Mortensen, Branch Director**, at (920) 750-5836 or RMortensen@bgclubfoxvalley.org.

Mail to:

Boys & Girls Clubs of the Fox Valley
160 South Badger Ave Appleton, WI 54914

Contact Name: _____

Organization/ Company Name: _____

Email Address: _____

Phone Number: _____

Request permission for the use of the following area(s): {See Attachment 1 for Room Listing.}

- _____
- _____
- _____
- _____
- _____

Date(s) Requested: _____

Hours Requested: _____ to _____

Purpose of Event/Activity:

Indicate requests for specific rooms/spaces needed, as well as any furnishings, equipment, etc.:

Total number of expected participants: _____ Adults: _____ Children: _____

Please check one of the following pertaining to your event/activity:

- There will be an admission/participation charge for attendees.*
- There will be NO admission/participation charge for attendees.*

Custodian services needed?

- Yes** *If YES, please explain:*

- No** *If NO, please provide the full name and contact phone number for the person responsible for clean-up after your event:*

Contact Name: _____

Phone Number: _____

AGREEMENT:

I HAVE READ AND UNDERSTAND THE BUILDING USE POLICY AND ACCEPT RESPONSIBILITY FOR MEETING THE POLICY REQUIREMENTS, INCLUDING BILLING OBLIGATIONS, IF THE REQUESTED BUILDING USE IS GRANTED. THE BGCJV WILL NOT BE HELD RESPONSIBLE FOR ANY ARTICLES LOST, STOLEN OR ANY PERSONAL INJURY.

Printed Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Phone Number: _____

Address: _____

To be completed by Boys & Girls Clubs of the Fox Valley personnel:

Approve OR Reject this request. Rental Fee: \$ _____

Date Received: _____

Date of Response: _____

Post-event inspection completed by: _____

Signature: _____
Appleton Branch Director

Signature: _____
CEO



RULES AND REGULATIONS:

1. This application will be signed by the primary contact who accepts responsibility for actions of the group and agrees to leave the building in the same condition as found or pay for any damages or additional custodian services.
2. Rental fees do not apply during BGC of Appleton normal operating hours.
3. Multiple use dates may be listed on one application.
4. BGC of Appleton programming and business take priority over all requests for use of the building.
5. Organization is responsible for setting up and taking down of all furnishings unless otherwise specified. Audio-visual equipment is available upon request.
6. Areas of usage must be followed. No additional rooms, areas, and/or spaces shall be occupied unless designated on building usage form.
7. Applicants requesting a Rental Fee Waiver need to contact Ross Mortensen (920-750-5836).

RESTRICTIONS:

1. For the safety of our youth we serve, events involving alcohol, tobacco or any other messages/activities deemed a threat to the safety or well-being to our youth are prohibited from our building.
2. Organizations using the building will not include persons under 18 years of age, unless strictly chaperoned at all times.
3. Area of use limited to those designated by agreement.
4. The use of glitter is not allowed in any rooms/areas of the building.
5. Approval privilege may be canceled if BGC of Appleton functions require use of the building.
6. If no custodial services are requested, the user is responsible for sweeping and mopping floor and folding up tables and chairs in area used and removing trash to the dumpster which is located outside the building. No trash is to be left in the building.

CLEANING OF FACILITY:

The user shall be responsible for sweeping and mopping of all floors. If custodial services are requested, a fee of \$25 per hour with a two-hour minimum will be charged. A check for \$50 covering this fee is required to accompany the application for building use. Any additional time required will be billed at a rate of \$25 per hour.

If the building is not found in a clean condition after your activity, there will be an additional \$200 clean-up charge and we reserve the right to revoke any approval for future use which has already been issued.

RESERVATION:

The BGC of Appleton reserves the right to determine what uses of the building are in the best interest of the community, to require specific supervision of an activity or event admitted to the building, and specifically reserves the right to accept, reject, or cancel any building user's privilege or to delegate such power to any responsible official. The BGC of Appleton also reserves the right to waive such fees as it deems appropriate.

Attachment 1: Boys & Girls Club of Appleton/The CLUB Teen Center Rental Charges

Rates listed are based on individual room rentals. Multiple room rental charges will be based on the amount of rooms needed and the reason that room is being rented. **Rental Fees are due prior or day of event/activity.** The Boys & Girls Clubs of the Fox Valley reserves the right to change the rates upon their discretion.

<u>Room</u>	<u>Cost per Hour</u>
Cafeteria	\$40.00
The CLUB Teen Center	\$40.00
Gym	\$50.00
Community Room	\$40.00
Games Room	\$40.00
Games Room + Activity Room(s)	Additional \$10.00/room
Cadet Room	\$30.00
Junior Room	\$30.00
Art Room	\$30.00
Technology Center	\$30.00
Music Room	\$30.00
Dance Studio	\$30.00
Theatre Room	\$30.00