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 BGCFV 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

Boys & Girls Clubs of the Fox Valley Room Rental agreement 7/22/15
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.

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