



**BOYS & GIRLS CLUB
OF MENASHA**

**Building Use Form
Agreement Form
Boys & Girls Club of Menasha/The CLUB Teen Center**

This form must be submitted to the Boys & Girls Club of Menasha at least 14 business days prior to the request usage date. Please direct all questions regarding the use of the Menasha BGC facility to Joshua McQuillan at (920) 750-5856 or jmcquillan@bgclubfoxvalley.org.

Mail to:

Boys & Girls Club of Menasha
600 Racine Street
Menasha, WI 54952

Contact Name: _____

Organization/Company Name: _____

Email Address: _____

Phone Number: _____

Request permission for the use of the following area(s): _____

Dates Requested: _____

Hours Requested: _____

Purpose/Event/Activity: _____

Please indicate any request for specific rooms/space needed (i.e. furnishings, equipment, etc.):

Number of attendees (please specify adults and children): _____

Are custodian services needed: Yes No

If yes, please explain: _____

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: _____

Will there be an admission/participation charge for attendees? Yes No

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 BGCFO WILL NOT BE HELD RESPONSIBLE FOR ANY LOST OR STOLEN ITEMS, OR FOR ANY PERSONAL INJURY.

Signature of Authorized Representative: _____

For internal use only:

I approve reject this request.

Rental Fee: _____

Date Received: _____ Date Approved: _____

Post Inspection by: _____

Signature: _____

Joshua McQuillan, Menasha Branch Director



**BOYS & GIRLS CLUB
OF MENASHA**

**Building Use Form
Rules, Regulations, and Restrictions
Boys & Girls Club of Menasha/The CLUB Teen Center**

RULES & REGULATIONS:

1. This application must 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 damage for additional custodian services.
2. Rental fees do not apply during BGC of Menasha's normal operating hours.
3. Multiple use dates may be listed on one application
4. BGC of Menasha programming and business take priority over all requests for use of the building.
5. The renting organization is responsible for setting up and taking down all furnishings unless otherwise specified. Audio-visual equipment is available upon request.
6. Areas of usage must be followed. No additional room, areas, and/or spaces shall be occupied unless designated on building usage form.
7. Applicants requesting a Rental Fee Waiver need to contact the CEO of the Boys & Girls Clubs of the Fox Valley, Greg Lemke-Rochon.

RESTRICTIONS:

1. For the safety of the youth we serve, events involving alcohol, tobacco, or anything else deemed a threat to the safety or well-being of our youth are prohibited from our building.
2. Organizations using the building will not include persons under the age of 18, unless strictly chaperoned at all times.
3. Area of use is limited to those designated in the agreement.
4. The use of glitter is not allowed in any rooms/areas of the building.
5. Approval privilege may be cancelled if BGC of Menasha functions requires the use of the building.

6. If no custodial services are requested, the user is responsible for sweeping and mopping the floor, folding up tables and chairs in area used, and removing trash to the dumpster outside of the building. No trash is to be left in the building.

CLEANING THE FACILITY:

The building renter shall be responsible for sweeping and mopping all of the floors. If custodial services are requested, a fee of \$25/hour with a two-hour minimum will be charged. A check for \$50 covering this fee is required to accompany the application for building usage. Any additional time required will be billed at a rate of \$25/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 Menasha 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 Menasha also reserves the right to waive such fees as it deems appropriate.



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**Building Use Form
Rental Charges**

Boys & Girls Club of Menasha/The CLUB Teen Center

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 the room is being rented. **Rental fees are due prior to the day of event/activity.** The Boys & Girls Clubs of the Fox Valley reserves the right to change rates upon their discretion.

Room	Cost/Hour
Cafeteria/Kitchen	\$40.00
The CLUB Teen Center	\$40.00
Gym	\$50.00
Community Room	\$40.00
Games Room	\$40.00
Games Room + Activity Room	Additional \$10/room
Learning Center I	\$30.00
Learning Center II	\$30.00
Art Room	\$30.00
Technology Center	\$30.00
Music/Drama Room	\$30.00
Dance Studio	\$30.00