



**BOYS & GIRLS CLUB
OF FAYETTEVILLE**

Donald W. Reynolds Boys & Girls Club Rental Agreement

Name/Organization _____

Address _____ City _____ State _____ Zip _____

Phone _____ Work _____ Cell _____

Contact Person _____ E-Mail _____

Member Attendance: Males _____ Females _____ Non-Member Attendance: Male _____ Females _____

Event Date _____ Start Time _____ End Time _____

Venue Requested _____

Donald W. Reynolds Boys & Girls Club (DWRBGC) shall not be liable to user's employees, agents, invitees, licensee, visitors, or to any other person, for injury to person or damage to property on or about the leased premises caused by the negligence or misconduct of user, its agents, servant or employees, or of any other person entering upon the leased premises under express or implied invitation by user, or caused by the building improvements located on the leased premises becoming out of repair, or caused by leakage of gas, oil, water, smoke, or steam or by electricity emanating from the leased premises. User agrees to indemnify and hold harmless the DWRBGC from any loss, attorney's fee, and expenses or claims arising out of any such damage or injury.

- DWRBGC requires a 25% deposit of total cost (which will be applied towards total venue cost) within five business days of initial reservation to secure your venue(s); Payment must be made in full two business days before event;
- Cancellation Policy: Eight or more days prior to reservation, deposit and/or total fee will be refunded; Seven days or less prior to reservation, deposit non-refundable; No-shows will be charged 50% of total venue cost;
- Renters are responsible for complete cleanup of venue(s) or the renter will be charged a \$25 minimum or the costs of repairs and/or cleanup;
- Set up and clean up times must be incorporated into your rental start and end times;
- DWRBGC retains the sole right to issue event permits in their facilities;
- DWRBGC reserves the right to approve any advertisements to insure proper compliance with intent and use of DWRBGC venues;
- DWRBGC may require professional security or supervisors at the cost of the user;
- All events must abide by posted rules and regulations of the DWRBGC;
- Event time is noted on the contract, loading in early or leaving late will result in extra rental fees;
- If attendance numbers exceed the expected attendance indicated on the contract, additional charges may apply;
- DWRBGC prohibits smoking and the use of alcohol;
- DWRBGC does not allow events to use fireworks, rice, birdseed, glitter, sand or sawdust inside the facility;
- No items shall be fastened to any surface with tape, nails, or tacks;
- Media coverage of your reservation event must be pre-approved by the Executive Director of the Boys & Girls Club;
- If reserving our football/soccer fields, nothing may be plugged into the outlets on the light poles exceeding 16 amps per pole. If this happens, renter(s) are responsible for any damage incurred to the pole transformers and/or the building electrical service;
- DWRBGC reserves the right to approve all vendors employed by the event (caterers, production, sound, etc.);
- DWRBGC reserves the right to cancel any event or contract with advanced notice at the discretion of the Boys & Girls Club Management;
- DWRBGC reserves the right to cancel any event due to inclement weather;
- Organizations renting facilities may be asked to have commercial general liability insurance in the amount of \$1,000,000 per occurrence and name the Donald W. Reynolds Boys & Girls Club as an additional insured.

Signature _____ Date _____

Organization _____ Title _____