



**BOYS & GIRLS CLUB
OF THE HI-DESERT**

FACILITY RENTAL AGREEMENT- APPLICATION

Organization Name: _____
Contact Person: _____
Address _____
City _____ State _____ Zip _____
Phone Number: _____
E-mail Address: _____

Type of Event: _____ Date(s) of Event: _____
Times (Setup) From: _____ To: _____
Times of Guests' Arrival & Departure: From: _____ To: _____
Times (Cleanup): From: _____ To: _____
Estimated Number of Guests: _____
Alcohol at Event? ___ Yes ___ No (Must be Board approved)

Tables Needed:
Small Round (seats 6-8) _____ @ \$8.00 ea.
Large Round (seats 8-10) _____ @ \$10.00 ea.
6' Rectangle Table _____ @ \$8.00 ea.
8' Rectangle Table _____ @ \$10.00 ea.
Chairs Needed:
White Plastic _____ @ \$1.00 each
Gray Metal _____ @ \$1.00 each
Security Guard Fees: 1 Guard @ \$25.00 hr (NON REFUNDABLE)
REQUIRED: 1 Guard Per 100 Guests

The undersigned agrees to the terms & conditions applicable to the use of the designated facilities owned and managed by the Boys & Girls Club of the Hi-Desert, accepts responsibility for damage occurring during such use, and releases the Boys & Girls Club of the Hi-Desert and its agents from responsibility for claims of damage, injury and/or loss of property resulting from the use of Boys & Girls Club of the Hi-Desert facilities.

Applicant Signature

Date

FOR OFFICE USE:
Rental Hours: _____ x \$250 = _____
_____ x \$100 = _____
Total: _____ = \$ _____
Tables:
_____ 4' Round @ \$ 8 = _____
_____ 5' Round @ \$10 = _____
_____ 6' Rectangle @ \$8 = _____
_____ 8' Rectangle @ \$10 = _____
Chairs"
_____ White @ \$1 = _____
_____ Gray @ \$1 = _____
1 Bar @ \$25 = _____
TOTAL FEES: \$ _____
Deposits:
Initial (50% of total hourly): _____
Cleaning (\$500- refundable): _____
Initial Deposit rec'd on: _____
Initial Deposit rec'd by: _____
Cleaning Deposit rec'd on: _____
Cleaning Deposit rec'd by: _____
Paid in Full on: _____
Paid in Full rec'd by: _____
After Event
Cleaning Deposit Refunded: Y N
Cleaning Deposit Refunded by: _____