



**BOYS & GIRLS CLUB**  
OF NEW ROCHELLE

**FACILITY  
RENTAL AGREEMENT**

**A.E. Mascaro Unit**

79 Seventh Street  
New Rochelle, NY 10801  
(914) 235-3736

**Remington Unit**

116 Guion Place  
New Rochelle, NY 10801  
(914) 235-2969

**Respect Extension**

MacLeay Apartment Complex  
570 Fifth Avenue  
New Rochelle, NY 10801  
(914) 576-8402

*Activities conducted in Boys & Girls Club of New Rochelle facilities must meet the policies and regulations of the Boys & Girls Club of New Rochelle (BGCNR), as well as state and local laws. This facility rental agreement must be on file with the BGCNR administrative office prior to use of any facility. If any changes occur,*

*the Assistant Executive Director is to be notified immediately at (914) 235-3736.*

## ORGANIZATION & BILLING INFORMATION

Organization: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Billing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Phone No: \_\_\_\_\_ Alternative Phone No: \_\_\_\_\_  
Is your organization a non-profit?  Yes  No

## PAYMENT OF SERVICES/DEPOSIT

The 'Renter' agrees to pay the amount of \$ \_\_\_\_\_  
Deposit Due: \_\_\_\_\_ Deposit Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_  
Balance Due: \_\_\_\_\_ Balance Paid: \_\_\_\_\_ Date Paid: \_\_\_\_\_

## RENTAL INFORMATION

Clubhouse Requested: \_\_\_\_\_ Room No(s): \_\_\_\_\_  
Activity: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_  
Date(s) of Activity: \_\_\_\_\_ Day(s) of Week: \_\_\_\_\_  
Time of Event: \_\_\_\_\_ Time Open Bldg: \_\_\_\_\_ Time Close Bldg: \_\_\_\_\_  
Kitchen Use: (Y/N) \_\_\_\_\_ Time Open Kitchen: \_\_\_\_\_ Time Close Kitchen: \_\_\_\_\_  
Special set up needs: \_\_\_\_\_

### General Rental Guidelines:

- Any event considered by the Administration or the Board of Directors to be potentially harmful to the public image of the Boys & Girls Club of New Rochelle (BGCNR) will not be permitted to rent space. The Boys & Girls Club of New Rochelle reserves the right to determine the potential harm to facilities and reject said request.
- Events held at the Boys & Girls Club of New Rochelle on Monday through Friday from 9:00 am to 5:00pm are considered "Weekday" events.
- Events held Friday from 5:00pm to 12:00 midnight and Saturday or Sunday from 8:00am to 12:00 midnight are considered "Weekend" events.
- Hours may be extended upon special request; however, additional charges will apply.
- Special arrangements must be arranged for the following holidays: New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, 4th of July, Labor Day, Thanksgiving and Christmas.
- A 10% surcharge will be added to Sunday and holiday events.

### Pricing:

- Base pricing includes access to the designated room, reception area and coat closet during the times agreed to at the time of booking. Tables and chairs, speaker podium, one microphone and parking are included in the base price.
- Additional services and equipment may be available at an additional price. These include, but are not limited to: DVD, VCR, technical assistance for audio visual materials and extensive set-up.

### Reservations:

- All reservations are made on a first come first, serve basis. Reservations can be held 48 hours. The reservation will be cancelled if the proper paperwork and deposit are not received before the 48 hour deadline. The reservation is confirmed when the 50% deposit and signed Facility Rental Policy are received by the Assistant Executive Director. (See "Payment" section below.)
- Events requiring additional set-up time may incur additional facility rental fees.
- Events requiring excessive cleanup may result in loss of part or all of security deposit. The \$100 cleaning/damage deposit may be forfeited if damages to the room and/or fixtures occur beyond normal and customary usage and

reasonable wear and tear or if excessive cleaning is required to return the facility to its condition when the event began.

- Cancellations must be received 30 days before the event. A full refund of the deposit will be granted if cancellation is received 30 days before the event. After 30 Days and up until 14 days of the rental date, a 50% refund will be granted. There will be no refund granted less than 14 days prior to the rental date.
- The BGCNR reserves the right to cancel any event in cases of extraordinary circumstances with a full refund.

#### **Payment:**

- The BGCNR will accept payment in the form of cash, credit card (Master Card or Visa), business check, or certified funds. Reservations will be confirmed after a 50% deposit of the base room rental rate is received along with the signed Facility Rental Policy.
- Final payment is required 14 days prior to the event.
- A separate \$100 cleaning/damage deposit is required with the final payment. The customer acknowledges that all or part of this deposit will be forfeited if damages to the room and/or fixtures occur beyond normal and customary usage and reasonable wear and tear (see "Damages" section) or if excessive cleaning is required to return the facility to its condition when the event began. Excessive cleaning is required when food or drink are ground into the carpet; trash is not removed from the building; kitchen floor and countertops are not clean; or food, dishes or decorations are left behind.
- In the event that damages or cleaning fees exceed the amount of the security deposit, the customer acknowledges the responsibility to pay the cost in excess of the damage/cleaning deposit.
- The damage/cleaning deposit will be returned within 10 business days after the event, provided no damage or cleaning charges are applied.

#### **Setting Up and Decorating:**

- Pasting, tacking, pinning, nailing, items to walls, windows, doors, ceilings, floors, furniture, or furnishings is not allowed. Items may only be taped to the facility using a light and non-industrial tape. No use of, confetti, glitter, rice, bubbles, processed snow, or other substances requiring excessive cleanup will be allowed inside the building. These items may be used outside the building, provided they are removed by the end of the event.
- The customer's equipment, supplies, food and decorations must be removed by the end of the event unless special arrangements are made at the time of booking.

#### **Additional Set-up Items:**

- A variety of other equipment is available to rent for an additional fee. This equipment should be reserved at the time of booking to ensure availability.

#### **Children and Animals:**

- Children under the age of 17 must be supervised by parents or other adults at all times. Failure to properly supervise children will result in the forfeiture of the full amount of the cleaning/damage deposit.
- Animals of any type are not permitted in the facility, with the exception of those used for assisting persons with disabilities.

#### **Fire Prevention:**

- Smoking is not permitted in the building or on the grounds, which includes the parking lot.
- Candles are allowed only if they are enclosed in a hurricane or glass holder that completely encompasses the flame.
- Sterno warmers are acceptable for use only in designated areas and shall be supervised at all times.

#### **Catering/Use of Catering Kitchen:**

- All catering activity is the responsibility of the customer.
- The following policies must be followed when renting the kitchen:
  1. No alterations are to be made to the kitchen.
  2. Any food, beverages and equipment in the kitchen are the property of the BGCNR and are not to be used by the customer unless pre-approved by the Administration.

3. All trash must be properly disposed of in waste containers provided.
4. The kitchen is to be left in a clean, orderly manner.
5. All material, including leftover food is to be properly removed when finished.
6. Any and all costs associated with cleaning and/or damages related to the event that are deemed to be above and beyond normal wear and tear are subject to forfeiture of the \$100 cleaning/damage deposit.

**Cleaning and Damages:**

- The customer is responsible for normal cleaning after an event, including the disposal of trash in the dumpster, removal of any event materials or decorations, cleaning the kitchen area and all kitchen equipment (if used). Any left over food must be removed from the premises.

**Alcohol:**

- Alcohol is not permitted on premises or adjoining grounds.

**Deliveries:**

- Advanced deliveries must be coordinated with the on-site contact and made during normal operating hours.
- The BGCNR and its staff are not responsible for any lost, stolen, or damaged equipment or property of the customer or its agents.

**Entertainment:**

- The customer is responsible for any applicable licenses for live or recorded music to be performed.

**Publicity:**

- Use of any BGCNR logo, trademark, or trade name is not permitted without prior authorization. The customer is not to promote their event as a BGCNR sponsored event unless agreed upon in writing and signed by the Executive Director in advance of the event.

**Hold Harmless:**

- The customer agrees to hold harmless the Boys & Girls Club of New Rochelle and all those affiliated with the agency in the event of any personal injuries, loss of life, theft or damages resulting from the use of the facility.
- It is recommended the customer obtain reasonable liability insurance prior to the use of the BGCNR facilities and/or property.

Customer agrees to accept and abide by the policies and procedures listed above.

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Customer Name (please print)

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Customer Signature

Date

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Clubhouse Director

Date

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Executive Director

Date



Boys & Girls Club of New Rochelle  
Great Futures Start Here!  
79 Seventh Street New Rochelle, NY 10801 (914)235-3736

### Boys & Girls Club of New Rochelle Hold Harmless Form

All guests and participants using the Remington and Mascaro gyms and/or facilities must adhere to all Boys & Girls Club of New Rochelle policies. Guests and participants of our gyms and facilities must read our Hold Harmless policy, acknowledging agreement to fully defend, indemnify and hold harmless the Boys & Girls Club of New Rochelle and its affiliates, agencies, officers and the City of New Rochelle.

#### Hold Harmless Policy

- The guest and/or participant agrees to fully defend, indemnify and hold harmless the Boys & Girls Club of New Rochelle and its affiliates, agencies, officers and the City of New Rochelle in the event of any personal injuries, loss of life, theft or damages resulting from use of the gym and the facility.
- It is recommended the guests or participant obtains reasonable liability insurance prior to the use of BGCNR facilities and/or property.

The undersigned guest and/or participant agree to accept and abide by the policies and procedures listed above.

PRINT NAME:

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SIGNATURE REQUIRED:

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