



**BOYS & GIRLS CLUBS**  
Of Southern Rensselaer County

**CAMP ADVENTURE**  
**FACILITY RENTAL/RESERVATION FORM**

This facility rental/reservation form for use of Camp Adventure located on 2nd Dyke Road in Averill Park, NY (Burden Lake), entered into this day, \_\_\_\_\_, by and between the **Boys and Girls Clubs of Southern Rensselaer County** (hereinafter referred to as "BGCSORENSCO") and \_\_\_\_\_ (hereinafter referred to as "RENTER") concerning the use of the premises and facilities known as Camp Adventure is operated by the BGCSORENSCO located at 544 Broadway, Rensselaer, NY 12144.

**Date of Event:** \_\_\_\_\_ **Anticipated Attendance:** \_\_\_\_\_

**Actual Event Time:** From \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

❖ **NOTE:** All persons must vacate camp by 8:30 pm

**Entrance Time:** \_\_\_\_\_ **Exit Time:** \_\_\_\_\_ (for set-up/clean-up needs).

❖ BGCSORENSCO staff will unlock/lock premises as specified above

**Nature of event:** \_\_\_\_\_

**Organization/Individual:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Contact Person on day of event:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
BGCSORENSCO Organization/Individual Representative

**Print Name:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

*\*By signing this form you acknowledge that that you have read and understand the Facilities Use Guidelines and will abide by all stipulations set forth in that document.*

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**FOR OFFICE USE ONLY:**

Total Fee \$ \_\_\_\_\_  
Deposit: \$ \_\_\_\_\_ Date paid \_\_\_\_\_  
Balance: \$ \_\_\_\_\_ Date paid \_\_\_\_\_

**STAFF ASSIGNED:**

Lifeguard: \_\_\_\_\_  
Lifeguard: \_\_\_\_\_  
Staff: \_\_\_\_\_



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## CAMP ADVENTURE FACILITY USE GUIDELINES

### INCLUDED IN AGREEMENT:

Rental agreement includes property access from 12:00 p.m. – 6:00 p.m. for a fee of \$600.00/day. The following amenities are included in the agreement as well:

- Staff member to open, maintain, and close
- Utilities
- Playground area
- Picnic tables
- Kitchen use with picnic pavilion and restrooms
- Basketball court
- Horseshoe pit

### ADDITIONAL SERVICES:

- Additional hours of access to Camp Adventure
  - Availability
    - 8:00 a.m. – Noon
    - 6:00 p.m. – 8:30 p.m.
  - Cost
    - \$35/hour
- Waterfront access is **only** available from 12:00 p.m. to 6:00 p.m.
  - Lifeguard(s) required to be on duty during those hours
    - \$35/hour of usage
    - 1 lifeguard required for every 75 swimmers
    - Waterfront staff reserves the right to refuse entry to the area for any reason which could create a potential hazard
    - Swimming tests are required for all swimmers who wish to go to the raft, regardless of age

### RESERVATION POLICIES:

1. All arrangements for facility use must be made through the BGSCORENSCO in person or email correspondence on a first-come, first serve basis.
2. The responsible party must be at least 25 years of age.
3. A deposit equal to one half of the rental fee is due upon the submission of this agreement. The balance will be due 14 days prior to event date. Once the request is approved or denied, a copy of the rental form and a statement of charges will be returned to the applicant.
4. The BGSCORENSCO reserves the right to accept or reject any rental requests.
5. If the reservation is cancelled within 14 days of the reservation date, then the deposit will not be refunded. Reservation date may be changed without loss of deposit if the facility is available and the request is made more than 30 days prior to the event. Refunds will not be given when less time is used than the scheduled rental. All cancellations will be charged a \$100 administrative fee.
6. In the event a deposit or rental fee is paid by a check with insufficient funds the reservation will be cancelled and subject to the cancellation fee.

**RENTAL POLICIES:**

1. Persons using the facility agree to leave the camp in the same or improved condition that existed prior to their usage.
2. The BGCSORENSCO, its Directors, Officers and Staff will not be liable for damage, injury or loss to persons or property that may occur during the occupancy of the facility.
3. Renter is responsible for the behavior of all participants (adults and children).
4. The BGCSORENSCO reserves the right to require the applicant, when it is deemed necessary, to provide liability insurance and/or another medium to protect the property.
5. Renters failing to vacate the facility by the end of their rental period will pay the BGCSORENSCO an additional \$100.00 per hour for every hour or portion thereof that the premises are still occupied by yourself or any guests after 8:30 p.m.
6. Renters are required to clean up after all events. All garbage must be placed in a garbage container. Unless specific arrangements have been made, all items left behind after an event will become the property of the BGCSORENSCO.

I have read this entire document and agree to abide by all conditions contained within for rental of facilities owned by the Boys and Girls Club of Southern Rensselaer County. I acknowledge that half of the agreed contract is due upon the signing of this agreement while the remaining balance is due no less than 14 days prior to the rental date.

Please submit a signed Facility Rental/Reservation Form, a signed copy of the Facilities Use Guideline, and the appropriate deposit to:

**Boys and Girls Club of Southern Rensselaer County**  
**544 Broadway, Rensselaer, NY 12144**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_