



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

## FACILITY USE AGREEMENT

This Agreement is entered into this day, \_\_\_\_\_, by and between the Boys and Girls Club of Southern Rensselaer County (hereinafter referred to as "BGCSORENSCO") and \_\_\_\_\_ (hereinafter referred to as "USER") concerning the use of the premises and facilities operated by the BGCSORENSCO located at 544 Broadway, Rensselaer, NY 12144.

The USER requests the use of: (Check all that apply)

- |   |  |
|---|--|
| <input type="checkbox"/> Gymnasium              | <input type="checkbox"/> Bathrooms             |
| <input type="checkbox"/> Kitchen                | <input type="checkbox"/> Games Room            |
| <input type="checkbox"/> Classroom(s) for _____ | <input type="checkbox"/> Storage               |
| <input type="checkbox"/> Meeting Room           | <input type="checkbox"/> Other (specify) _____ |

To be used on the following date(s): \_\_\_\_\_

Hours - from: \_\_\_\_\_ to \_\_\_\_\_ Number of people expected: \_\_\_\_\_

Purpose of use: \_\_\_\_\_

Describe all requests (tables, chairs, electric, other equipment, etc.): \_\_\_\_\_

The USER accepts responsibility to see that all facilities and equipment belonging to the BGCSORENSCO are used and maintained properly while under their supervision and control. The USER further agrees to indemnify and hold harmless the BGCSORENSCO, its officers and staff, from any and all claims that may arise from said use of facilities and/or equipment. The User also agrees to provide a certificate of insurance, naming the BGCSORENSCO as also insured.

Person in Charge: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Other Contact: \_\_\_\_\_

Use of the building and equipment is granted to the extent that it will not interfere with the use of the premises by the BGCSORENSCO or any of its programs and/or special events. Access to any and all areas will not be available until such time that any B&GC activity is complete and all persons have left the activity area, as interpreted by the B&GC staff person in charge of that area. Long-term facility uses will be reviewed quarterly. It is understood that the person in charge will remain responsible for possession and proper use of any keys that may be provided. It is further understood that any damage to the premises (other than reasonable and ordinary wear and tear from normal usage) and/or to any appliance, fixture appurtenance, furnishings and/or equipment will be paid to the BGCSORENSCO by the user group or organization in an amount sufficient to adequately repair or replace in kind any such damaged item. Rental in the amount stated below will be paid in a timely manner as described below:

Rent to be charged \$ \_\_\_\_\_ per \_\_\_\_\_ shall be paid to the **BGCSORENSCO**.

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_  
Executive Director (BGCSORENSCO) Organization/Individual Representative

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

Office Use: Provided to: \_\_\_\_\_  
Key Returned on: \_\_\_\_\_

The Boys and Girls Club of Southern Rensselaer County, opened in 1952, is a facility based year round on youth development and is an organization with the following mission:

**TO INSPIRE AND ENABLE YOUNG PEOPLE, FROM ALL WALKS OF LIFE,  
TO REALIZE THEIR FULL POTENTIAL AS PRODUCTIVE RESPONSIBLE, AND CARING CITIZENS.**

Its principal headquarters and Club house is located at 544 Broadway, Rensselaer, New York. When the facilities are not being used by our youth members or for special events supporting our cause, then the organization is willing and anxious to make available our facilities to other community service organizations, agencies or groups. We regard much of what these groups do as an extension of the Boys and Girls Club mission.

In sharing these facilities, however, we are unable to afford incurring extra maintenance, utilities, supervisory and custodial expenses. Therefore, we sincerely, ask groups with which we share our facilities to be reasonable and responsible in their use of them. We ask that the person in charge, see to the following:

1. Children with or visiting your group activity shall be supervised at all times by an appropriate number of responsible adults.
2. Areas not specifically rented by your group shall remain off limits to persons within your group.
3. The facility shall be cleaned and ready for your use upon arrival, please leave it in the same condition. If the area is not cleaned properly upon your arrival, please notify the B&GC staff person assigned to your group.
4. Care of the premises shall be the responsibility of the undersigned.
5. Supervisor(s) of youth groups shall be in attendance before the first youth arrive and shall remain until the last youth have left.
6. Clean up prior to leaving, and see that all chairs and tables and equipment are returned to their original areas.
7. Note and report any accident or damage immediately to the B&GC staff person in the building.
8. Horseplay will not be tolerated by youth or adults at any time.
9. Always respect and obey the Club rules as posted.
10. Please clean up any spills or large and unusual messes when made.
11. The Boys & Girls Club is a smoke free property. Please refrain from partaking in the use of tobacco products anywhere on the Club property.
12. The Club parking lot is located to the North of the Building. The parking lot to the South of the Building is privately owned. Park there at your own risk.
13. The Boys & Girls Club will not be responsible for lost or stolen articles brought onto the premises.

The checklist above cannot provide for all situations. We ask that you use your good judgment in dealing with the foreseen. There should always be a representative from the Club on premises. Forward any questions to him/her.

Please complete the agreement on the reverse side and return to the administrative offices for approval. No approval shall have been made without the signature of the Executive Director affixed on the front of this form.

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.

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