



PO Box 191 – Bemidji, MN 56619
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FACILITY USE APPLICATION and AGREEMENT

Individual & Business less than 50 expected attendees

APPLICATION

APPLICANT INFORMATION:

Today's Date			
Event Date(s)			
	If multiple dates, include from and to time for each date event time, set up time and take down time. Use back side if additional space needed.		
Event Time	From:	To:	Date:
Set Up Time	From:	To:	Date:
Take Down Time	From:	To:	Date:
Organization			
Contact Person			
Title			
Phone			
Email			
Address			
City, State, Zip Code			
Group size	Adults	Youth	
On-Site Contact(s)			
Phone			

RENTAL SPACE/AREA INFORMATION:

Please place an "X" in the box next to the area(s) you are requesting to use.

	DIMENSION	CAPACITY	RENTAL FEE	20% Discount * (for 8 hours)
Gymnasium				
½ Gym (using west exterior entrance)	5,900 sq. ft.	114	\$30/hour	\$192
Full Gym (using west exterior entrance)	11,800 sq. ft.	228	\$50/hour	\$320
Front Entrance Access			Plus \$15/hr	
1 Table (18 available)	See page 2 for details		\$10	
1 Chair (100 available)			\$5	
1 Table and 2 Chairs per booth			\$15	
Electricity per booth			\$15	
Community Room ^	42 X 40 1,680 sq. ft.	240 in seated rows	100 seated at tables	
With commercial kitchen (using east exterior entrance)	662 sq. ft.		\$60/hour	\$384
Without commercial kitchen (using east exterior entrance)			\$35/hour	\$224
Front Entrance Access			\$15/hour	
^ Fees include up to 100 chairs and 10 tables, if additional chairs and tables are needed, renter must secure.				

Kitchen (appliances & storage area)	662 sq.ft		\$40/hr	\$256
Other Areas	DIMENSION	CAPACITY	RENTAL FEE	20% Discount * (for 8 hours)
Games Rooms (together)		68	\$45/hour	\$288
Teen Games Room	32X27/864 sq. ft	43	\$30/hour	\$192
Youth Games Room	26X19/494 sq. ft	25	\$25/hour	\$160
Art Room	23X25/575 sq. ft	27	\$30/hour	\$192
Library & Tutoring Center	25X24/600 sq. ft	68	\$30/hour	\$192
Canteen	19x23/437 sq. ft	39	\$30/hour	\$192
Middle School Teen Room	24X20/480 sq. ft	24	\$25/hour	\$160
High School Teen Center With Kitchenette & without computer lab	20X41+/1,070 sq. ft		\$40/hour	\$256
Front Entrance Access			\$15/hour	
Damage Deposit - Groups of less than 50	Returnable pending no damage: will not be applied to rental. Separate check is required.		\$50	Same
*Receive a 20% discount on every 8 hour rental, hours may be spread over multiple days upon BGCBA staff approval				

Non-Profit discount	DISCOUNT
Groups of 50 or less	15%
Groups of 50 or less during the hours of 8am to 2pm school year program M-F or 8am to 12pm summer program M-F	25%

TOTAL RENTAL FEE	\$ _____
Minus Non-Profit Discount	\$ _____
TOTAL DAMAGE DEPOSIT	\$ _____

ACTIVITES:

What activities will be taking place in the rental space?

SUPERVISION:

If young people under age 18 will be using the BGCBA Club, please describe the following:

Supervision that you will be providing?

Ratio of students to supervisors/adults?

EQUIPMENT:

What equipment or supplies will you and/or your organization provide?

What equipment or supplies do you need? (Please note we are unable to supply Art, Computer or Gaming equipment)

Fees on Page 1:

- Chairs #____ Tables (Round-5ft - 4 available) #____ Tables (Rectangle-5ft - 6 available) #____
 Tables (Rectangle-6ft - 6 available) #____ Tables (Rectangle-7.6ft - 2 available) #____

No Fees:

- Speaker____ Microphone____

Availability and Fee To Be Determined by BGCBA representative:

- Other _____

OTHER COMMENTS/INFORMATION:

(please use additional page if you need more space)

This Application is **not** a contract which guarantees usage of the Club facilities. The space will be reserved **only** after the attached Agreement is signed by both the Applicant and the Club and returned by the Applicant.

Please check that you understand the following:

- I have received a copy of the Club Facility Use Policies and Procedures, read them, and will adhere to them.
- I will not publicize use of the Club as a rental venue until the attached Agreement is signed by an authorized staff of the Club and returned to me/my business/my organization to confirm usage.
- I am enclosing a check for the damage deposit with this Application.
- I will provide a Certificate of Insurance **as required for large event rental.**

Printed Name: _____ Title: _____

Authorized Signature: _____ Date: _____

AGREEMENT

To be completed by Authorized Boys & Girls Club of the Bemidji Area Representative after Application portion is complete;
Applicant to sign at very bottom once entirety of Agreement is completed.

The Boys & Girls Club of the Bemidji Area hereby grants to the Applicant license to use the room(s) identified in the Application attached hereto. The Applicant's usage shall be on the dates, at the times, and for the purposes requested in the Application. The Applicant agrees to pay:

- 1) A damage deposit in the amount of \$50.00 (Groups of 50 or less) or \$100 (Groups of 50 to 100), due on or before 15 days prior to event; and
- 2) A usage fee of \$ _____, due on or before 15 days prior to event.

If reasonably available, the Applicant agrees to provide the Club with a Certificate of Insurance prior to usage.

CONDITIONS OF USE*

- 1) The Club reserves the right to cancel this FUA or negotiate a new date or time in the event the facilities are needed for Club activities.
- 2) The Club will furnish all utilities required to properly light and heat the facility.
- 3) The Licensee is responsible for and agrees to pay for any and all damage done to the facility or Club equipment by the Licensee or by any person acting through or under it.
- 4) All tobacco products, alcohol or illegal chemicals are not permitted in the Boys & Girls Club of the Bemidji Area facilities or on the grounds. Use of candles is not permitted.
- 5) Neither food nor beverages are permitted in the buildings without prior approval.
- 6) In case of inclement weather please listen for the possible closing announcements on local radio stations.

* As part of the entire BGCBA Policies & Procedures

COMMENTS:

To reserve space, this Facility Use Agreement must be signed by both the Club and the Applicant and returned to the Club on or before 15 days prior to event.

AUTHORIZED SIGNATURE _____ DATE _____
Boys & Girls Club of the Bemidji Area Representative

I have read the Club's Facility Use Policies and Procedures and understand they are incorporated herein by reference.

APPLICANT AUTHORIZED SIGNATURE _____ DATE _____

Office Use Only:			
Postmark: _____	Date Received: _____	Check #: _____	Amount: _____
Date Approved/Rejected: _____	By BGCBA Staff: _____	Date Communicated/Agreement Sent: _____	