



PO Box 191 - Bemidji, MN 56619
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FACILITY USE

APPLICATION and AGREEMENT

Trade Shows, Festivals, Expos, Tournaments, Celebrations

50 or more 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.

Gymnasium	DIMENSION	CAPACITY	RENTAL FEE	10% Discount * (for 8 hours)
½ Gym (using west exterior entrance)	5,900 sq. ft.	114	\$40/hour	\$288
Full Gym (using west exterior entrance)	11,800 sq. ft.	228	\$60/hour	\$432
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	\$432
Without commercial kitchen (using east exterior entrance)			\$40/hour	\$288
Front Entrance Access			\$15/hour	
^ Fees include up to 100 chairs and 10 tables, if additional chairs and tables are needed, renter must secure.				

Damage Deposit – Groups of 50+	Returnable pending no damage: will not be applied to rental. Separate check is required.	\$500
*Receive a 10% 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 more	10%
Groups of 50 or more during the hours of 8am to 2pm school year program Monday through Friday or 8am to noon summer program Monday through Friday	20%

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 \$500.00, 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: _____