



**BOYS & GIRLS CLUB
OF THE BEMIDJI AREA**

218.444.4171

rentals@bgcbemidji.org

**FACILITY RENTAL
APPLICATION**

Today's Date			
Organization			
Contact Person	Name:	Title:	
Phone			
Email			
Address			

Space Available for rental:

Please place an "X" in the box next to the area(s) you are interested in using:

Areas For Rent	DIMENSION	CAPACITY	RENTAL FEE
Gymnasium with West Entry Access			
½ Gym With West Entrance Access	5,900 sq. ft.	114	\$30/hour
Full Gym with West Entrance Access	11,800 sq. ft.	228	\$50/hour
Community Room with East Entry Access (No Commercial Kitchen use)	42 X 40 1,680 sq. ft.	240	35/hour
With commercial kitchen	662 sq. ft.		\$60/hour
Commercial Kitchen Only	662 sq.		\$40/hr
East Games Room	32X27/864 sq. ft	43	\$30/hour
West Games Room	26X19/494 sq. ft	25	\$25/hour
Art Room	23X25/575 sq. ft	27	\$30/hour
Library & Tutoring Center	25X24/600 sq. ft	68	\$30/hour
Canteen	19x23/437 sq. ft	39	\$30/hour
Garden Patio	80X23/1,840 sq. ft	50	\$50/hour
High School Teen Center w/ kitchenette (No Computer Lab)	20X41+/1,070 sq. ft		\$40/hour

	Extras	Rental Fee	# Requested
	Front Entry Access	\$15/HR	
	Speaker with	No Fee	
	Booth Set up: 1 Table 2 Chairs	\$15/each	
	Dining Set up: 1 Table 6 Chairs	\$25/each	

Additional Request: _____

Additional request will be priced and quoted at the discretion of Authorized Club Staff

Event:

What activities will be taking place in the Club rental space? _____

Single Rental: Date: _____ Start Time: _____ End Time: _____

Long Term Rental: How Often? _____

Start Time: _____ End Time: _____

Start Date: _____ End Date: _____

You will be given 30 minutes before your event for set up & 30 minutes after your event for tear down. If you need more time than given please choose start and end time to reflect the extra time.

How many People are you expecting during your rental? _____

Will you be serving food? Yes No

If yes, please note that you will not be allowed to rent certain areas of the club.

SUPERVISION:

Will people under the age of 18 be joining during the rental? YES NO

If yes, please explain Supervision Ratio: Youth to Adults: _____

Please initial for understanding

_____ I have received a copy of the Club Facility Use Policies and Procedures.

_____ I will not publicize use of the Club as a rental venue until an Agreement is signed by an authorized staff of the Club and returned to me/my business/my organization to confirm usage.

_____ I understand that I must provide a Certificate of Insurance to the Club.

_____ I understand that the event will not be sanctioned or sponsored by the Club.

Printed Name: _____ Title: _____

Authorized Signature: _____ Date: _____