



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

Bemidji Clubhouse  
1600 Minnesota Ave NW

218.444.4171  
[rentals@bgcbemidji.org](mailto:rentals@bgcbemidji.org)

**FACILITY RENTAL  
APPLICATION  
2025 - 2026**

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

**RENTAL DATES AND TIMES**

Rental Date(s)	
Rental Start Time	
Rental End Time	
Event start/end time	
Total Time Used	

The rental start and end times should reflect the time you intend to arrive for set up, not the time your event begins. Please ensure that you have planned for adequate set up and tear down time.  
**If different start/end times are required for different dates, please indicate details.**

**RENTAL ACTIVITIES**

Purpose/Activity	
How many people are you expecting during your rental?	
Will people under the age of 18 be joining during the rental? <i>If so, please explain supervision ratio, youth to adults.</i>	
Will you be serving food? <i>If yes, please note that food is only allowed within certain areas of the Clubhouse.</i>	

**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
	½ Gym With West Entrance Access (Door #2)	5,900 sq. ft.	114	\$45/hour
	Full Gym with West Entrance Access	11,800 sq. ft.	228	\$60/hour
	Community Room with East Entry Access (Door #10) (No Commercial Kitchen use)	42 X 40 1,680 sq. ft.	240	\$60/hour
	Community Room with East Entry Access AND Commercial Kitchen	662 sq. ft.	240	\$100/hour
	Commercial Kitchen Only	662 sp. Ft.		\$50/hour
	East Games Room (Junior side)	32x27 864 sq. ft	43	\$50/hour
	West Games Room (Might side)	26x19 494 sq. ft	25	\$50/hour
	Art Room	23x25 575 sq. ft	27	\$50/hour
	Library & Tutoring Center	25x24 600 sq. ft	68	\$50/hour
	Creativity Corner	19x23 437 sq. ft	39A	\$50/hour
	Garden Patio	80x23 1,840 sq. ft	50	\$50/hour

Equipment For Rent		QUANTITY	RENTAL FEE
	Folding lunch table, seating for 8-12	9	\$10
	Round Tables, 5'	12	\$12
	Rectangle Folding Tables, 6'	8	\$12
	Rectangle Folding tables, 8'	5	\$12
	Chairs	120	\$1/each
	Booth set up (1 rectangle table with 2 chairs)	8	\$14/each
	Dining set up (1 rectangle table with 6 chairs)	8	\$18/each
	Microphone with speaker	1	\$15/hour
Please contact for other technology requests; we will determine based on availability.			

**Additional Request:** \_\_\_\_\_

Additional requests will be priced and quoted at the discretion of authorized Club Staff

**Additional Fees:**

- Contract Initiation Fee of \$80.00 will be charged for each application
- Cleaning fee of \$65.00 will be charged for each event
- Deposit Fee of \$200.00, which will be returned if there is no damage or cleaning required

**Potential Discounts (will be determined by Rental Team)**

Non-Profit or Youth Development, School Day (prior to 2:00 PM), Reoccurring Rental

**Facility Use Agreement/Contract** will be emailed to the email provided on the application

**Questions** regarding rental information/fees can be directed to Kristine Jensen – 218-444-4171 or kristine.jensen@bgcbemidji.org

**Please initial for understanding. This document serves as an application; it is not a contract which guarantees usage of Clubhouse facilities.**

\_\_\_\_\_ I have received a copy of the Club Facility Use Policies and Procedures (available on Club website, [www.bgcbemidji.org/rent-facilities](http://www.bgcbemidji.org/rent-facilities)).

\_\_\_\_\_ I will not publicize use of the Club as a rental venue until a Facility Use Contract 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 Liability Insurance to the Club.

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

\_\_\_\_\_ I understand that I must provide a deposit fee of \$200. The fee will not be refunded if there is damage or necessary cleaning. The rented rooms should be returned to the condition prior to the rental.

\_\_\_\_\_ I understand that I am responsible for setting up and taking down the rented space.

<b>Printed Name</b>	
<b>Title</b>	
<b>Authorized Signature</b>	
<b>Date</b>	

**CLUB USE ONLY**

<b>Date received</b>	
<b>Date approved/rejected</b>	
<b>Club Staff signature</b>	
<b>Facility Contract initiated</b>	