



Dear Applicant,

Thank you very much for considering rental of the Boys & Girls Clubs of Oceanside for your special function. Your support of our organization helps make it possible for us to provide positive, constructive programs and activities for our community's young people.

Enclosed you will find:

1. Facility description outlining spaces for rent and fees
2. Facility use polices, including hold harmless agreement , for your review
3. Applications for rental use for you completion

If you would like a tour of the facility and the available spaces, please visit or call our Office to arrange a tour time.

It is important that you read each section of the packet carefully and that you understand its contents. If something is not clear, please ask for clarification. You will be asked to sign an agreement indicating that you have read and understand all of our policies and will adhere to them. After reading this packet in its entirety and completing and signing the application, please return the applications to our main office. We will then check our master calendar to determine availability and respond to you within five (5) days of receipt of your request. Once your rental has been approved, we require that you do a facility walk through at which time will provide a detailed contract verifying costs and details of you function. **Deposit will be due upon signing of facility rental contract.**

The Boys & Girls Clubs of Oceanside has a priority scheduling and cost breakdown that you may use to determined fees associated with you event.

Level 1 Non-profit, Public Entities, Community/Civic Engagement Groups, Churches

Level 2 For-Profit Entities, Unaffiliated Groups, Individuals and Organizations

If you have any questions, or concerns please feel free to call the office and speak with our Facilities Manager. Thank you again for considering rental of the Boys & Girls Clubs of Oceanside.



BOYS & GIRLS CLUBS
OF OCEANSIDE

Boys & Girls Clubs of Oceanside
401 Country Club Lane ■ Oceanside CA 92054
(760) 433-8920 ■ FAX (760) 433-2260

ROOM	Level 1 Cost Per Hour	Level 2 Cost Per Hour	MAXIMUM CAPACITY/SQUARE FEET
Science & Innovation	\$50	\$85	
Kitchen	\$75	\$125	
Soccer Arena	\$75	\$125	
Gymnasium	\$100	\$200	
Art/Games Room	\$75	\$100	
Entire Clubhouse	\$350	\$500	

Unless otherwise specified, renters are responsible for set up, removal of all decorations, and clean up after an event. Set up and clean up times are also billed at the hourly rate.

Fees For All Functions

Security Deposit _____ 50% of total cost
Staff Fees _____ \$25/hour

***A DEPOSIT IS NECESSARY TO RESERVE THE FACILITY.
Deposits will be attributed to rental pricing.
Proper clean up shall be determined by the Boys & Girls Club staff.***

CANCELLATION POLICY

Fifty (50) Percent of the security deposit will be withheld if a notification of cancellation is received less than 30 days prior to the approved use date.



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Rules and Regulations

Initial _____ I have received a guideline on building usage and all the policies and procedures of facility rentals and usage.

Initial _____ I understand that my rental time is inclusive of set-up and clean-up time and will not gain access to the facility rental before said time on contract. Bring your Facility Use/Event Permit and contract to the facility with you on the day of your reservation.

Initial _____ I agree that I will: (1) be financially responsible for any costs incurred by Boys & Girls Clubs of Oceanside for damages to BGC Oceanside property; (2) be financially responsible to reimburse BGC Oceanside reasonable attorney fees to enforce the provisions of any contract that is issued for the activity described in this application; (3) forfeit all fees and deposits as partial compensations to BGC Oceanside for any costs associated with the enforcement of the provisions of the application or reservation.

Initial _____ I agree to report any discrepancies, complaints, or concerns within 48 hours of facility use. If you have safety concerns, or on-site problems please discuss with the Manager on Duty.

Initial _____ I agree to follow all Advertisement policies and procedures as defined in this contract and understand my rental will be canceled if the policy is violated.

The CEO and the staff have full authority at all times to enforce proper and safe conduct of all persons and activities on the Club property and full authority to reject any applicant or cancel event for any reason.

Acknowledgment of Receipt of Procedures:

Signature

Date



HOLD HARMLESS AGREEMENT

The undersigned hereby agree to comply with the Boys & Girls Clubs of Ocean’s policy and will be personally responsible, on behalf of the above-named organization for any damage sustained by the building or property accruing through the use of said property by said organization. The undersigned further agrees to save harmless and to indemnify the Oceanside Boys & Girls Club, its Governing Board and their authorized agents or Representatives, Municipal, County and State Officials from claim or demand which may be made reason of:

- A. Any injury to person(s) or property sustained by the undersigned or by any person associated directly or indirectly by him upon or in connection with this activity, however caused, and:
- B. Any injury to person(s) or property sustained by any person caused by any act, neglect, default or omission of the undersigned of any person associated directly or indirectly by him upon or in connection with this activity whether the said injury or damage occurs upon or adjacent to the property. The undersigned at his own cost, expense and risk shall defend any and all actions, suits or other legal proceedings that may be brought or insinuated against the Boys & Girls Clubs of Oceanside on any such claim or demand, and pay or satisfy any judgment that may be rendered against the Boys & Girls Club of Oceanside in any such action, suit or legal proceedings or resulting thereof.

The understated states that to the best of his knowledge, the property for use of which application are hereby made will not be used for the commission of any act which is prohibited by law, or for the commission of any crime including, but not limited to, the crime specified in section 11400 to 11401 of the California Penal Code.

Signature of Applicant

Title/Position

Printed Name of Applicant

Date

Address



USE OF FACILITY POLICIES AND PROCEDURES

DEPOSITS:

The deposit stated is due at the time of completion of the Facility Rental Contract. Deposits are refundable, or applied to rental if after the event provided that there was no damage or need for additional cleaning, and provided that no Boys & Girls Clubs Policies were violated. Given that this is the case, the deposit will be refunded within 10 business days after the event.

CANCELLATIONS:

Please submit cancellations in writing. If you cancel your reservation with less than 30 days until your scheduled event, 50% of your deposit will be retained.

INSURANCE REQUIREMENTS:

All insurance requirements must be completed prior to use of the facility. The Renter must provide the Boys & Girls Club of Oceanside with a Certificate of Insurance and Additional Insured Endorsement naming Boys & Girls Clubs of Oceanside, its employees, officers, and volunteers as additionally insured. The Certificate must be in the amount of \$1,000,000.00.

SECURITY:

One licensed, bonded and insured security guard is required for every 100 guests. Events with fewer than 100 guests do not require a security guard. A copy of the security agreement must be provided to the Boys & Girls Clubs of Oceanside prior to the function. Guards are required to arrive ½ hour prior to the event and must remain at the facility until all guests have left. Depending on the nature of the event, the Boys & Girls Club reserves the right to require additional security be provided by renter.

SET UP-CLEAN UP:

All cleaning supplies can be found in the storage room located in the adult bathroom.

All renters are expected to use the trash bins provided by the facility.

Renters and guest may enter no earlier and depart no later than the previously agreed times or renter will be charged \$25/hour for the overage.

OTHER:

- The thermostat is not to exceed 68° during the winter
- Children must be kept under adult supervision at all times
- No smoking, weapons, or alcohol are allowed
- No candles or open flames are allowed on premises
- Rooms may only be open for public use between the hours of
- All music must be kept at a reasonable level as to not disturb individuals in close proximity to the facility



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FACILITY USE APPLICATION and CONTRACT

Group Name: _____ Today's Date: _____

Primary Contact Name: _____ Phone: (____) _____

Address: _____

E-mail: _____

Type of event: _____

Expected Attendance: _____ Youth: _____ Adults: _____

If over 100 guest, security company that will be used: _____

DATE(S) REQUESTED: _____ Occurrence (circle one): one time on going

Arrival Time: _____ am/pm Departure time: _____ am/pm Total Hours: _____

Will food be served? Yes No **NO ALCOHOL PERMITTED**

FACILITY/AREA REQUESTED:

<input type="checkbox"/> Entire Clubhouse	<input type="checkbox"/> Science & Innovation Room	<input type="checkbox"/> Gymnasium
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Soccer Arena	<input type="checkbox"/> Art/Games Room

Additional request needs/Information: _____

Equipment Needed: _____

The applying organization understands that it must observe all rules and regulations of the Boys & Girls Clubs of Oceanside; that it will use reasonable care and diligence in protecting the facilities being used; and that it will pay for any loss or damage beyond reasonable wear. If the nature of the use of the facility is such that there may possibly be loss and/or damage to same, damage will be promptly refunded to the applicant.

***PLEASE BE SURE TO READ ALL SECTIONS OF THIS PACKET THOUROUGHLY BEFORE SIGNING.**

Signature of Applicant Title/Position

Printed Name of Applicant Date