

**The Boys & Girls Club of Chester**  
201 East 7<sup>th</sup> Street  
Chester, PA 19013

**Meeting Room Rental Agreement Form**

Today's Date \_\_\_\_\_

Organization Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Organization Address \_\_\_\_\_

Authorized Representative \_\_\_\_\_

Email Address \_\_\_\_\_

Meeting Date Request \_\_\_\_\_ Nature of Meeting \_\_\_\_\_

Meeting Time Set-up will begin \_\_\_\_\_ Clean up will end at \_\_\_\_\_

Projected Attendance \_\_\_\_\_

**Room Requested (check one):**

Classroom                       Gymnasium

Computer Lab II       Community Room

Additional Notes:
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Set-up Required \_\_\_\_\_

**Rental Charge** \_\_\_\_\_

**Room Charge** \_\_\_\_\_

**Table Charge** \_\_\_\_\_

**Other Charges** \_\_\_\_\_

**Total Cost** \_\_\_\_\_

<b>For Office Use Only: Approved Yes _____ No _____</b>
Method of Payment: Check No. _____ Cash _____
Total Amount Due: _____ Payment Received _____
on _____
Staff Signature _____
Date _____

Please make checks payable to The Boys & Girls Club of Chester for the total rental cost.

**I have completely read and fully understand the policies, rules, and disclaimers pertaining to the use of The Boys & Girls Club rooms. I agree to be responsible for complying with them and making all payments as called for herein.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Boy & Girls Club of Chester

### *Waiver of Liability and Hold Harmless Agreement*

1. In consideration for receiving permission to use The Boys and Girls Club of Chester, (“the facility) on \_\_\_\_\_ (date), I hereby release, waiver, discharge and covenant not to sue the Boys & Girls Club of Chester, its officers, agents, and employees (hereinafter referred to as “releases”) from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or relating to any loss, damages or injury, including death, that may be sustained by me, or to any property belonging to me, whether caused by negligence of the releases, or otherwise, while renting the facility, or while in, on or upon the premises where the rental is being conducted, while in transit to or from the premises, or in any place or places connected with the rental of the facility
- 2.
3. I am fully aware of risk or hazards connected with being on the premises and participating in the rental of the facility, and I am fully aware that there may be risks and hazards unknown to me connected with being on the premises and participating in the rental of the facility, and I hereby elect to voluntarily rent the facility, to enter upon the above named premises and engage in activities knowing that conditions may be hazardous, or may become hazardous or dangerous to me and my property. I voluntarily assume full responsibility for any risks of loss, property damage or personal injury, including death, that may be sustained by me, or any loss or damage to property owned by me, as a result of my being a renter of the Boys and Girls Club facility, whether caused by the negligence of releases or otherwise.
4. I further hereby agree to indemnify and save and hold harmless the releases and each of them, from any loss, liability, damage or costs they may incur due to my rental of the facility, whether caused by the negligence of any or all of the releases, or otherwise.
5. It is my express intent that this Release shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representatives, if I am deceased, and shall be deemed as a Release, Waiver, Discharge and Covenant Not to Sue the above named releases.

In signing this Release, I acknowledge and represent that:

- A. I have read the foregoing release, understand it, and sign it voluntarily as my own free act and deed;
- B. No oral representation, statements or inducements, apart from the foregoing written agreement, have been made;
- C. I am eighteen (18) years of age and fully competent; and
- D. I execute this Release for full, adequate and complete consideration fully intending to be bound by same.

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Renter’s Name (Print)

Signature

Date



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201 East 7<sup>th</sup> Street  
Chester, PA19013

## **FACT SHEET FOR RENTING SPACES**

### **Reservation Checklist**

If you are interested in renting space at The Boys & Girls Club of Chester, please follow the processes below. Request for space must be made a minimum of **four weeks in advance** keeping in mind that **reservations are not guaranteed until a fully executed contract has been signed and all required documents** and payment have been received.

1. Contact The Boys & Girls Club of Chester at 610-874-1237 or send an email to [chesterboysclub@comcast.net](mailto:chesterboysclub@comcast.net) and indicate the dates for which you wish to rent a space for your event or meeting. Decide whether the space will be appropriate for your needs by scheduling a walkthrough. If, after completing the walkthrough, you would like to request space, please email [ccbgsec@comcast.net](mailto:ccbgsec@comcast.net) and request a space rental form.
2. **Determine what your need will be and complete the space rental request form. After The Boys & Girls Club of Chester has determined your requirements, you will receive a fully executed contract agreement for your signature. Due at least 10 calendar days prior to the event date the following paperwork needs to be completed: the contract, a copy of your organization's 501(c) 3 determination letter (if applicable), and all payments. Checks for rental fees should be made out to The Boys & Girls Club of Chester. No payments can be made by credit card.**
3. Cancellations must be received at least 10 days prior to the event in order to receive a full refund of the rental fee.
4. Any contract issued by The Boys & Girls Club of Chester cannot be changed by the signatory.
5. Please note: no space is reserved until all necessary paperwork is completed and submitted.
6. If applicable, set-up arrangements must be completed up to 24 hours prior to the event.
7. No event can continue past 12:00a.m. (Midnight). All guests attending the event must be off the premises by 12:05 a.m.
8. The renter assumes all responsibility for payment for any damages as a result of their event.

## Meeting Space Details

Outside groups may use up to two spaces in The Boys & Girls Club of Chester for meeting and events for a fee. Nonprofit organizations, who provide proof of 501(c) 3 status, may receive a small discount (*see facility rental costs*).

- \* **The Classroom** features moveable classroom style seating; which can seat up to 50 people, but may hold up to 70 people without tables.
- \* **The Gymnasium** can seat up to 175 people, but may hold up to 225 standing. The usage of the gymnasium may come with additional restrictions and requirements.
- \* **The Computer Lab II** features 12 desktop computers that can accommodate 12 people seated. The computer lab may come with additional requirements to cover ink cartridge and paper expenses.
- \* **The Small Community Room** can sit up to 20 people. This space is ideal for day meetings.

Audio-visual equipment is not available in any spaces. Organizations will be responsible to provide their own audio-visual equipment if needed.

Consumption of alcohol is not permitted on the premises.

Greeters and/or Registration Desk Attendants are encouraged to ensure that only invited guest/attendants enter the space.

The Boys & Girls Club of Chester does not provide on-site computers or phones for public use.

### Fees

**Space is routinely available from 8:00am – 3:00pm; 7:30-9:00pm on weekdays; 8:00am – 12:00pm on Saturdays; Sundays and additional hours not listed are available per request. Specific times may not be available due to prescheduled programs by The Boys & Girls Club of Chester. Please check availability before scheduling. (All events must be preauthorized and approved by the Boys & Girls Club of Chester Executive Director.)**

### Rental Fees

	FEES
<b>Classroom</b>	\$75.00 per hour
<b>½ Classroom</b>	\$40.00 per hour
<b>Computer Lab</b>	\$50.00 per hour
<b>Small Community Room</b>	\$40.00 per hour
<b>Gymnasium (half-court) small scale events</b>	\$100.00 per hour
<b>**Gymnasium (full-court) large scale events (DOES NOT</b>	\$200.00 per hour

<b>INCLUDE cost of protection cover for gym floor)</b>	
<b>Gymnasium ( full court) Basketball Tournament</b>	\$100.00 per hour/\$600.00 per day
<b>Kitchen</b>	\$60.00 per hour
<b>SECURITY DEPOSIT</b>	<b>\$150.00</b>

*( This fee will be refunded if the facility is clean and not damaged following the event. )*

***\*\*Gymnasium price reflects large scale events, galas, meetings, etc. Additional fees may apply. Discussion with the Executive Director will need to occur before any further steps are taken in this process.***

**Food Clean-Up Fee**

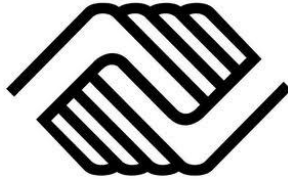
If you require catering in the Classroom, Community Room, or Gymnasium, you will need to pay a clean up fee if you need Club staff to provide this service. The minimum fee for this service is \$120.00 per room. If not, please make sure your organization fully cleans and restores the space to its original state or else additional charges may apply.

**Table Rental Fees**

If you require tables, you may rent 8’Lx30-1/4”W x 2-1/4“Dx29.5”H from The Boys & Girls Club of Chester at \$15.00 per table. Table cloths will not be provided. Your organization will be responsible to provide this amenity if required. Upon request, Club staff can set up the tables for an additional \$50.00 room set up fee. Tables & chairs used in the Gymnasium must be rubber feet.

**Catering, Audio-Visual, and Equipment Rental Services**

Catering, and other services listed above are to be arranged independently by your organization, The Boys & Girls Club of Chester should know about arrangements in advance. Payments for these services must be arranged with and made directly to the entity selected. The Boys & Girls Club of Chester seeks to support business located in the City of Chester; although not absolutely necessary to your organization.



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