



FACILITY USE POLICIES AND PROCEDURES

I. POLICY

The Boys & Girls Club of Washington County (hereafter referred to as "BGCWC" or as "the Club") is an autonomous, private non-profit, community based, youth service organization affiliated with the Boys & Girls Clubs of America.

The BGCWC and its Board of Directors support the use of Club facilities as community resources to promote youth and community development with priority on educational, recreational, cultural, preventive, and civic activities, when said activities do not conflict with Club programs or operations. However, all facility usage is at the discretion of the Club's Board of Directors, and the Club reserves the right to refuse the use of its facilities or equipment if such use is not in the best interest of the BGCWC or does not fit the Club's mission or programs. Staff should immediately deny facility use requests from:

- a) Any group with objectives inconsistent with the purpose and philosophy of the Club – to promote the health, social, educational, vocational and character development of youth,
- b) A political faction which represents a single segment of the total community,
- c) A group whose program or topical matter is so highly controversial that the results could bring discredit to the Club,
- d) Activities or programs which tend to reflect sectarian endorsement, or
- e) Any program which includes the serving of alcoholic beverages without first being approved by the Executive Director/ BOD.

Facility use will not be subsidized by the Club. Fees for use of the Club may take into consideration building security, public safety, and cost to the BGCWC and other appropriate factors as approved by the Board of Directors. Club facility rules and regulations under this policy shall apply to all property owned and managed by the BGCWC and shall be in effect at all times when the Club property is used for non-Club functions before, during and after regular Club hours. The BGCWC's Board of Directors has ultimate approval over any facility usage and fee changes.

II. APPLICATION PROCEDURES

- A. All requests for Club facilities, except for Club activities and programs, must be requested and scheduled through the Club's Resource Development Director.
- B. Requests for facility usage should be made **at least 10 days in advance** of the proposed date of usage.
- C. Facility Use Agreements (FUA) shall be arranged through the BGCWC and signed by an authorized representative of the organization requesting the facilities. The BGCWC must receive the signed FUA and deposit (as applicable) prior to the date specified on the FUA to guarantee space. If the FUA is not returned to the BGCWC by the specified date, the BGCWC reserves the right to re-lease the space.



- D. The FUA shall list all facilities and equipment to be used by an organization. The organization shall be responsible for replacement and/or repair costs in the event of damage.
- E. A damage deposit may be required as a condition of granting an FUA. Typical deposits would be in the amount of \$50 for current Club members or Non-Profits, and \$100 for other individuals not involved with the BGCWC, but the Club may, in its discretion, require a different deposit amount. Staff renting the facility are required to place a deposit when renting.
- F. A Certificate of Liability Insurance, if reasonably available, should be returned with a signed FUA.
- G. We request references from groups to whom we have not previously rented or worked with.

III. FACILITY SPECIFICS

- A. Education Room- shall be limited to educational purposes or meetings of such nature as to be consistent with their current use and furnishings.
- B. Games Room- can be utilized for multiple purposes and activities to be consistent with their current furnishings. Moving of Game Room Equipment must be negotiated at the time of the application (an additional fee may be addressed if necessary).
- C. Food and drink must be served and consumed only in the designated area, specifically, the tiled checkered flooring.
- D. The Community Room- is versatile and can be used with or without different furnishings. The setup and tear down of equipment is the responsibility of the renter and shall be returned to the way it was found.
- E. Concession Stand- must only be used for the purpose for which it was intended and all equipment used must be thoroughly cleaned and returned to the way it was found.
- F. Planet Fitness Exercise Room- must only be used for the purpose for which it was intended and all equipment used must be thoroughly cleaned. Equipment is not to be moved from its present location.
- G. Gymnasium- is versatile and can be used with or without different furnishings. The setup and tear down of equipment is the responsibility of the renter and shall be returned to the way it was found.

IV. GENERAL RULES AND REGULATIONS

A. SECURITY/ SUPERVISION

- a. FUA Licensees are responsible for providing competent and adequate supervision for all activities at all times.
- b. FUA Licensees may be required to provide documentation pertaining to policies regarding employee background checks.
- c. Disorderly conduct is prohibited. This includes: foul language, verbal or physical assault, damaging or defacing BGCWC or personal properties.
- d. FUA Licensees shall observe local and state ordinances and laws of the police and fire department:
 - i. Candles will not be permitted.
 - ii. Highly flammable or explosive materials will not be permitted.
 - iii. Exit aisles, and hallways must remain free of any obstructions



B. RULES:

- a. Groups must maintain supervision and enforce facility use guidelines. Outside normal Club hours, the FUA Licensees must exercise control over who is admitted to the facility.
- b. All accidents/incidents must be reported to the Club's Resource Development Coordinator within 24 hours. If emergency services are required, notify the Marietta Police Department.
- c. All FUA Licensees must report facility or equipment breakage or repair needs to the Staff member (Custodian) on duty. Damage to Club property must be paid by the Groups using Club facilities or it's insurance carrier.
- d. Rooms and areas used shall be left as found.
- e. Failure to comply with the above rules may result in immediate revocation of privileges at BGCWC facilities.
- f. Any person without proper business or authorization to be on Club property shall be considered to be trespassing and must leave the premises immediately.

C. CANCELLATIONS

- a. FUAs are non-transferable, and Licensees are expected to adhere to the stated hours and intended use of the facility as stated on the FUA.
- b. Changes, additions, or cancellations must be made through the Club's Resource Development Coordinator **at least three days in advance** of scheduled use. Failure to do so may result in additional fees or the loss of facility use privileges.
- c. An approved FUA shall not be considered by the Licensee as a lease and the BGCWC reserves the right to cancel or revoke any time with or without cause. In the event of such a cancellation or revocation, there shall be no claim or right to damages or compensation on the account of any loss, damage or expense whatsoever.

D. LIABILITY

- a. FUA licensees shall agree to indemnify the BGCWC for any and all damages by any person or persons attending the activity and indemnify the BGCWC against any and all liability and any and all damages to any person or persons.
- b. The BGCWC may, in its discretion, require FUA Licensees to provide Comprehensive General Liability insurance coverage for bodily injury and property damage naming the BGCWC as an additional insured.
- c. The BGCWC may not be held liable for loss or destruction of personal items.
- d. In the event of damage to Club property, the FUA Licensee shall accept BGCWC's estimate of the amount of damage and shall pay appropriate costs.

E. WEATHER

- a. Any time the Club facilities are closed because of inclement weather, all activities will be cancelled with no additional charges assessed upon re-schedule. Weather related cancellations are generally reported on area radio and television stations.



F. ILLEGAL BEHAVIOR

- a. The use or allowance of intoxicating beverages, controlled substances, or tobacco products anywhere in or on the Club premises is strictly prohibited. Violation is cause for immediate revocation of the FUA.
- b. FUA Licensees shall assume full responsibility for any unlawful act committed on the premises during their activity.
- c. All ordinances and state laws and regulations of the police and fire departments must be observed.

G. EQUIPMENT

- a. The use of Club equipment is for the FUA Licensees only and must be requested at the time of scheduling. Equipment is generally limited to chairs and tables at this time. All other Physical Education equipment and other curriculum equipment are not available. Fees will be assessed for undue wear or damages.
- b. Furniture and equipment owned by the Club shall not be moved unless requested in advance. Generally, the FUA Licensee must set up and take down equipment, leaving the room in the same condition as found. Permission to move equipment may be given on site by the Resource Development Coordinator or Custodian.
- c. Any apparatus or other equipment moved into the building must have prior approval by the Club's Resource Development Coordinator or Custodian and must be removed promptly after each use so as not to interfere with the regular Club programs.

H. ADVERTISEMENTS

- a. Any materials or advertisements with the BGCWC name or logo must be approved by the BGCWC President/CEO. Failure to get pre-approval on materials could result in cancellation of the contract.

V. SCHEDULING

Groups may schedule activities no more than 12 months in advance and for regular use for a period of time not to exceed 6 months. The CEO/ Board of Directors may unilaterally cancel the agreement at any time giving a two-week notice. If the group ceases its use, the Resource Development Coordinator of the facility must be notified immediately.

A. ELIGIBILITY

The BGCWC is available for use by the members of civic, charitable, or like organizations, as well as Club members, and the general public upon request and approval by the Resource Development Coordinator. Boys & Girls Club programming and members will be of the highest priority.

B. HOURS OF USE

All hours will be contingent upon the availability of staff to supervise the particular activity. A staff member must be in attendance at any time the Club facilities are being used by outside groups. Staff



will arrive 15 minutes before the rental time. Any other rental hours must be approved by the Resource Development Coordinator. Hours may be subject to change without notice.

Rental Hours September Through May	
Monday- Friday	Saturday-Sunday
9:00am-3:00pm	7:00am- 10:30pm
6:00pm- 10:30pm	
Rental Hours June Through August	
Monday- Friday	Saturday-Sunday
6:00pm- 10:30pm	7:00am- 10:30pm

C. PROCEDURES

All groups wishing to use the Club facilities must complete the form provided for this purpose and submit it to the Resource Development Coordinator. If the request falls within the policies set forth, the Resource Development Coordinator will review the request and determine if the date and time are available. The Resource Development Coordinator will make the recommendation and forward the request to the CEO for the final approval.

D. CHARGES

See Application for current rental Deposit and Fees. Deposit is refundable as long as there is no damage and the space was properly cleaned. Deposits for all groups are the same, but Fees are determined based on if you are a Staff member, BGCWC Member/ Non-profit or Community Member. Long term rental agreements may be determined between the Renter and the Club Management.

E. STORAGE

- a. The BGCWC cannot provide storage for any organization



FREQUENTLY ASKED QUESTIONS

1. Am I responsible for cleaning up after my use of the facility?

Yes, you are responsible for leaving the Club as you found it. We will take care of removing garbage from the Trash Drop area, however, you may take it to the dumpster on site. Tables are to be disinfected, floors should be swept, and all decorations are to be removed.

2. Will I be allowed to hang items on the walls or remove items from the walls in order to decorate?

Yes, you are welcome to decorate for your event as long as it complies with the following:

- a. It does not conflict with a Club program;
- b. It does not conflict with our mission;
- c. It does not mean removing Club recognition devices (plaques, banners, etc.); and
- d. It is done with blue removable painters tape, masking tape, or sticky tack (so as to not damage walls).

3. Who takes care of setting up tables and/or chairs or the space?

As a renter of the facility, it is your responsibility to set up the space as you need it to serve your group most effectively. Please plan this into your setup time and when completing the Facility Use Reservation Application, as set up time hours are also at a per hour rate. Oftentimes, it is helpful to have two or more people helping with the setup due to size and weight of tables, so please plan accordingly. Please reference section IV-G. Equipment for more information.

4. Does the Boys & Girls Club provide equipment?

Under Section IV-G. Equipment, our policies speak to equipment use and are limited to chairs/tables, but do not include other gym, art, or gaming devices. Rental groups must provide this ahead of time, otherwise deliveries may be rejected/returned.

5. If other businesses are delivering goods for my event, should I let the Club know?

Yes, we advise that if your rental requires additional people and vendors to deliver food, equipment, supplies for your event, the BGCWC must approve of this ahead of time, otherwise deliveries may be rejected/returned.

6. Where can we have food within the Club?

We understand that food is an essential part of hospitality and fellowship and we allow designated space within the Club to consume food and/or beverages: the checkered tile flooring in the Game Room.

7. How does the Damage Deposit work?

We hold your damage deposit until after your rental date. If after conclusion and inspection of the facility, we simply return the Damage Deposit check to you with an invoice for the rental amount.

8. What if we don't have a Certificate of Insurance?

We understand that not all renters will have a Certificate of Insurance; however, we do urge you to provide one.