



BOYS & GIRLS CLUBS
OF WASHINGTON COUNTY

FACILITY USE, APPLICATION, AND AGREEMENT

Location: Par Mar Community Center Site; 307 Lancaster Street, Marietta, Ohio 45750
740-373-4123 info@bgcwcoh.org

APPLICANT INFORMATION

Today's Date			
Rental Date(s)			
Rental Time	From:	To:	
Contact Person			
Phone			
Email			
Address			
City, State, Zip Code			
Are you a current member of the Club?	Yes	No	

ORGANIZATION (ONLY FILL OUT FOR NON- PROFITS OR BUSINESSES)

Organization Name			
Non-Profit Status	Yes	No	If yes, Tax ID:
Address			
City, State, Zip Code			
Insurance / Bond Required (copy needed)	No	Yes	Carrier:

Event Type:					
Birthday Party	Bridal/ Wedding Shower	Baby Shower	Group Training	Long Term Rental	Other
Number of Adults:			Number of Children:		



****Be sure to read thoroughly the terms and policies surrounding the use of the BGCWC facilities. If you have any questions please contact Jenna Stewart , 740-373-4123 or by email, jstewart@bgcwcoh.org.**

PRICING

Long term rentals or large scale events are subjected to alternative pricing. Please contact Jenna Stewart to negotiate these prices. A minimum \$100 accident coverage deposit is required for rentals.

Room(s) Rented:	Gymnasium	Game Room	Community Room	Education Room	Concession Stand	Other
Price Per Room:	\$60 for 2hrs	\$60 for 2hrs	\$60 for 2hrs	\$30 for 2hrs	\$30 for 2hrs	\$25 for each additional hour
Alternative Agreed Upon Pricing:						

Total Cost of the Rental: \$ _____

Deposit Paid at time of Booking: \$ _____

Balance Due Date of Rental: \$ _____

I agree to the terms of the General Policies, procedures and regulations regarding the contract. The deposit is refundable only after the facility is deemed to be sufficiently cleaned, and in good condition. The deposit will be mailed to the contact person listed above.

Signature

Date



Location: Par Mar Community Center Site; 307 Lancaster Street, Marietta, Ohio 45750
740-373-4123 info@bgcwcoh.org

FACILITY USE CHECKLIST

Contact Person	
Organization	
Phone	
Email	
Address	
City, State, Zip Code	

1. All the trash is gathered and put in the dumpster.
2. Personal belongings removed
3. Equipment / tables & chairs returned to where they were found, put away.
4. Restrooms checked- surfaces wiped down, water turned off, lockers cleaned out
5. Concession Stand- surfaces wiped down, water turned off, sinks empty, equipment turned off and cleaned.
6. Interior doors closed.
6. Lights turned off.
7. Exterior doors closed.
8. Items that need attention or are broken: _____
