



675 Watertown Street Newton, MA 02460  
Phone: (617) 630-2066 Fax: (617) 630-8999  
[www.newtonbgc.com](http://www.newtonbgc.com)



**TO BE COMPLETED BY APPLICANT**

Organization \_\_\_\_\_ Contact \_\_\_\_\_

Telephone \_\_\_\_\_ E- Mail \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Date(s) \_\_\_\_\_

Hours\*: From \_\_\_\_\_ to \_\_\_\_\_ Estimated number of people \_\_\_\_\_

\* Be sure to include preparation and clean up time in your rental hours

Room to be rented: Gym  Arts Room  Computer Lab  Teen Center   
Games Room  Class Room  Canteen  Dance Room

Purpose \_\_\_\_\_

Has your organization ever used the Boys & Girls Club's facility before?  Yes  No

Will Admission be charged? Yes  No  Admission Fee \_\_\_\_\_

How will the proceeds be used? \_\_\_\_\_

What equipment will you be bringing on site for your rental?: \_\_\_\_\_

(The John M. Barry Boys & Girls Club does not rent equipment)

**Payment: Submit a deposit to the John M. Barry Boys & Girls Club in the amount of 25% of the total anticipated fee with completed application. Full rental fee is due day of rental.**

Please review the Terms and Conditions on the reverse side of this document. Your signature indicates agreement with the terms and responsibilities outlined.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

**FOR OFFICE USE**

**Rental Fees:** Gym: \$70/hour; Dance Room: \$50/hour; All other spaces: \$45.00/hour;  
A \$10/hour discount is offered for groups renting continuously on a daily, weekly, or monthly basis.

\_\_\_\_\_ hours at \$ \_\_\_\_\_ per hour = \$ \_\_\_\_\_ - discount \$ \_\_\_\_\_ = Rental Fee \$ \_\_\_\_\_

**Staffing Fees:** Weekdays: \$20/hour Weekends & Early Morning: \$25/hour

\_\_\_\_\_ hours \* # of employees \_\_\_\_\_ \* hourly rate \_\_\_\_\_ = Staffing Fee \$ \_\_\_\_\_

**Total Rental Fee:** Rental Fee \$ \_\_\_\_\_ + Staffing Fee \$ \_\_\_\_\_ = Total Fee \$ \_\_\_\_\_

Signature of Executive Director \_\_\_\_\_

Date \_\_\_\_\_

Signature of Program Director \_\_\_\_\_

Date \_\_\_\_\_

Request Has Been:  GRANTED  DENIED

REASON: \_\_\_\_\_

## Terms & Conditions

- ◆ Rental Fees are only for the use of the room or area specified.
- ◆ **Summer Gym Rental Fees do not include the use of Air Conditioning.** That service can be purchased separately for an additional \$15 per hour.
- ◆ Continuous use contracts are subject to annual renewal and the Club reserves the right to establish new rates at the time of renewal.
- ◆ Applicants are responsible for placing all trash generated during their visit in the dumpster located in the parking lot at the rear of the gymnasium. Failure to do so will result in a cleaning fee of \$50-\$150.
- ◆ The applicant whose signature is on the front agrees to pay for any damage which may be done to the building or content, is responsible for the conduct of the group as well as the payment of any and all fees associated with the rental.
- ◆ Supplies or equipment can be stored at the Club no more than 24 hours prior to the start of a rental and must be picked up no later than 24 hours after.
- ◆ Adult showers are not permitted at any time when children are in the building.
- ◆ Animals, rides and other related amusement equipment are not allowed in the facility.
- ◆ Staff and rental fees additional to those described on the reverse due to late clean up or ending time are also due on the day of the rental.
- ◆ The applicant is strictly prohibited from selling any food or beverages of any kind while on the premises without prior approval. The Club reserves the right to provide all food and beverages during the event and to retain the full amount of profit from such sells should it chose to do so.
- ◆ The person whose signature appears as applicant shall be responsible for the conduct of the group as well as payment of fees.
- ◆ Cancellations: No charge if facility use is cancelled at least 72 hours in advance: otherwise a 3-hour minimum may be assessed.
- ◆ In case of snow, facility will not be available until parking lots have been cleared. In the case of a major snowstorm, go to [www.thebostonchannel.com](http://www.thebostonchannel.com) to see if the building is closed or call 617 630-2066 and listen to the prerecorded message.
- ◆ When an admissions fee is to be charged by an organization, it must state the purpose for which the proceeds are to be used.
- ◆ Smoking in Club facilities or on Club grounds is prohibited.
- ◆ The consumption of alcoholic beverages or possession/use of illegal drugs on Club grounds is prohibited.