



DATE: _____
STAFF: _____
APPROVED: <input type="checkbox"/> YES <input type="checkbox"/> NO
FEE: _____

FACILITY USE REQUEST

Person Making Request: _____ Phone#: _____

Address _____ State _____ Zip _____

E-mail _____

Main Contact Person: _____ Phone#: _____

Organization: _____

Date(s) Needed: M T W Th F S Su _____

Times Needed (include set up and take down): _____

Event: _____

Room(s) Requested: _____

Number of People: _____ Age Group: _____

Kitchen Facilities?: NO YES: _____

Specific Equipment Requesting: _____

Notes: _____

OFFICE USE ONLY

Fee Break down: _____

Birthday Party Guidelines & Fees on reverse side of form

Birthday Party Guidelines & Fees

The following are guidelines specific to birthday parties. Due to the possibility of excessive damage and major messes, these guidelines must be strictly followed.

1. A BGCC Staff is required for each room rented, charge of \$12 per staff/per hour of rental.
2. Renter must provide one adult per every 15 children under the age of 18 years old.
3. Security Deposit of \$150.00 is required for rental.
4. Janitorial fee of \$12 per each hour rented will be charged.
5. All food items must remain in the designated areas.
6. Renter must take out bagged garbage to the dumpster across the parking lot.

In addition to the above, all guidelines of the Boys & Girls Club Rental Agreement must also be followed.