

## Boys & Girls Club of the Prairie Band Potawatomi Nation Request for Use of Facilities

1. Requesting Organization or Individual: \_\_\_\_\_
2. Phone Number: \_\_\_\_\_ Address: \_\_\_\_\_
3. Area(s) Requested: \_\_\_\_\_
4. Date Needed: \_\_\_\_\_ Time Needed: \_\_\_\_\_
5. Describe Activity to be held: \_\_\_\_\_
6. Policies and Rules:

- A. **SUPERVISION:** Organizations using the building and facilities are responsible for providing supervision by an adequate number of adult sponsors to assure proper care and use of the Boys & Girls Club property. (BGC recommended adult: child ratio is 1:25 for overall program activities, 1:20 for instructional classes, 1:15 for group clubs, 1:10 for day camps, 1:8 for overnights, trips, or tours.)
- B. **NO TOBACO, DRUGS OR ALCOHOL ALLOWED ON BGC PROPERTY.**
- C. **USE OF CARPETED AREAS:** At no time will food, drinks, or chewing gum will be allowed in carpeted areas of the BGC facility.
- D. **EQUIPMENT:** Each organization or group must furnish own equipment and is expected to leave the property CLEAN.
- E. **MOVING AND ADJUSTING BGC EQUIPMENT:** Moving and adjusting equipment is prohibited; please request special accommodations on this form, BGC Staff will have accommodations (radio, tables, lighting, ect.) available before entering the building.
- F. **FACILITY RENTAL FEE SCHEDULE:**  
**Deposit of \$25.00 is Due 2 weeks prior to your event (if area is not clean upon leaving the building your \$25.00 deposit will be retained.) This is not included in your cost of rental.**

Use of Gymnasium.....	\$25.00 per hour
Use of Multipurpose Area.....	\$25.00 per hour
Use of Weight Room.....	\$25.00 per hour
Use of Meeting Area (Library).....	\$25.00 per hour
Use of Game Room.....	\$25.00 per hour
Use of TV Room.....	\$25.00 per hour
Use of Arts & Crafts Room.....	\$25.00 per hour
Use of Cafeteria.....	\$25.00 per hour
Use of Kitchen and Cafeteria.....	\$30.00 per hour
Use of Swimming Pool.....	\$40.00 per hour/per 25 persons for 1st hour \$20.00 per hour for each additional hour

- G. **SPECIAL USE COMMENTS:**

\_\_\_\_\_

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Use of facility outside of regularly scheduled hours also requires payment of a per hour employee charge for necessary personnel. Boys & Girls Club of the Prairie Band Potawatomi Nation and the Board of Directors assumes no responsibility in case of accident. Organizations or individuals using BGC facilities assume full financial responsibility and liability for the care and use of the Building and property. All requests are subject to the discretion of the Boys & Girls Club Executive Director. BGC scheduled activities take precedent over all requests.

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Signature of Requesting Organization Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Fee Required: \_\_\_\_\_

Name of Employee on Duty: \_\_\_\_\_