



REQUEST FOR USE OF FACILITIES
(One-time/Short-term use)

The Boys & Girls Club has erected and dedicated its facilities for the purpose of serving youth and families throughout San Diego County, particularly registered Boys & Girls Club members. Therefore, the highest priority use of Club facilities is Club-sponsored activities serving youth.

A Request for Use of Facilities may be denied at any time due to space limitations, availability of staff, specific activities to take place during the facility usage, or any other reason deemed appropriate by Club Senior Management. PLEASE NOTE: The Club may not be rented out for private birthday parties, weddings, quinceañera and other similar events.

It is required that a Club staff to be present during all usage by outside groups. The purpose of this staff is to prepare the facility for the group, ensure the Club's rules and regulations are followed and to secure the building.

APPLICATION:

Qualified groups wishing to use Club facilities must supply the information requested on the Application Agreement. If the request is approved, facility use fees, which are listed below, shall be collected to defray expenses of utilities, custodial preparation and clean-up, additional staff involvements, supplies, wear on flooring and interior attachments, etc. **Fees are due prior to the date of facility use**. If the usage will be on-going, fees for the first month are due prior to the first day of usage. Fees for subsequent months are due on the first of the month. Late fees may result in a suspension or termination of your usage privileges.

Each applicant shall submit a Certificate of Insurance AND Endorsement with a minimum coverage of \$1 million in which the Boys & Girls Clubs of Greater San Diego be named additional insured and our Hold Harmless Agreement. An Alcoholic Beverage Agreement must also be completed, if applicable.

As space is extremely limited, all forms be completed and submitted at least 30 days prior to the desired date(s). Minimal rental period is 3 hours.



FEES:

Staff time is included in the below fees. If multiple rooms/areas are requested, the largest/most expensive room will be billed at the full rate. Additional rooms will be billed at a 25% discount. Rental of a Club pool will include fees for lifeguards, billed at \$12/hour.

Usage fees are always calculated on an hourly basis. Thus, if you wish to use the space for 3 ½ hours, you will be charged for 4 full hours. Time required for clean up or set up will be billed at the same hourly rate. If your event requires any special set up by our staff, you will be billed for the additional staff time. If your group does not leave by the time indicated on the original agreement, you will be billed for the overage.

Commercial, fundraising and promotional activities must pay an additional \$10 per hour, per room or a minimum of 10% of the gross (whichever is greater).

Deposit: (All deposits will be cashed and a check for reimbursement will be issues after the event pending facility inspection)

- Up to 49 people: \$150 – refundable if facility is clean and undamaged*
- 50 to 99 people: \$250 – refundable if facility is clean and undamaged
- 100+ people: \$500 – refundable if facility is clean and undamaged

*For groups renting the gymnasium for non-sports related events, we will assess a \$250 “Floor Covering Fee” automatically, of which \$50 will be refundable, in addition to the rental fees.

Location	Rooms Available for Use	Fee/Hour
Baker Family Branch (Escondido) 835 W. 15 th Avenue Escondido, CA 92025 (760) 745-0515	Multi-Purpose Room	\$50
	Swimming Pool (Seasonal) Saturdays only from 10-11:30am	\$225/90-minute session
	Soccer Arena	\$100
Payne Family Branch (National City) 1430 D Avenue National City, CA 91950 (619) 477-5445	Gymnasium	\$100
	Multi-Purpose Room 1	\$50
	Multi-Purpose Room 2	\$50
Clairemont Branch 4635 Clairemont Mesa Blvd. San Diego, CA 92117 (858) 273-1645	Gymnasium	\$100
	Multi-Purpose Room	\$50
	Kitchen	\$50
	Education & Nutrition Center	\$50
	Resource & Training Center	\$50
Encanto Branch 6785 Imperial Avenue San Diego, CA 92114 (619) 263-6407	Gymnasium	\$100



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Conrad Prebys Escondido Branch 115 W. Woodward Avenue Escondido, CA 92025 (760) 746-3315	Gymnasium 1	\$100
	Gymnasium 2	\$100
	Multi-purpose Room	\$50
	Dance Studio	\$50
	Kitchen	\$50
William J. Oakes Family Branch (Logan Heights) 2930 Marcy Avenue San Diego, CA 92113 (619) 525-1739	Gymnasium	\$100
	Multi-Purpose Room	\$50
	Kitchen	\$50
	Soccer Arena	\$100
	Swimming Pool	\$200
Conrad Prebys Ramona Branch 622 E. Street Ramona, CA 92065 (760) 788-7564	Multi-Purpose Room 1	\$50
	Multi-Purpose Room 2	\$50
	Kitchen	\$50
	Outdoor Soccer Arena	\$100
Roberts Family Branch (Linda Vista) 2230 E. Jewett Street San Diego, CA 92111 (858) 273-1645	Gymnasium	\$100
	Multi-purpose Room	\$50
	Kitchen	\$50
Bronner Family Branch (Valley Center) 28751 Cole Grade Road Valley Center, CA 92082 (760) 749-9822	Multi-Purpose Room	\$50
4S Ranch Branch (Rancho Bernardo) 16118 4S Ranch Parkway San Diego, CA 92127 (858) 676-2230	Gymnasium	\$100 per court (2 avail.)
	Dance Studio	\$50
	Multi-Purpose Room	\$50
	Swimming Pool (Seasonal)	\$200 (\$1000/day)
	Kitchen	\$50
Borrego Springs Branch 630 Cahuilla Borrego Springs, CA 92004 (760) 767-9989	Skate Park	\$100/hr plus \$10/person
	Multi-Purpose Room	\$50



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APPLICATION AGREEMENT FOR USE OF BOYS & GIRLS CLUB FACILITIES

Please Print Clearly and Legibly

Date of application: _____

Name of Organization/Group: _____

Address _____ Phone _____

Name of Primary Contact _____ Email _____

Facility Location desired _____ Space(s) Desired _____

Purpose of Use _____ Open or Closed to Public _____

Admission fees (if any) to be charged, not including tax _____

Will a collection be made or contributions solicited (Yes or No) _____

Equipment desired _____

Dates desired _____

Hours _____
(Include set up & clean up time)

The applying organization understands that it must observe all rules and regulations of the Club; that it will use reasonable care and diligence in protecting the facilities being used; and that it will pay for any loss or damage beyond reasonable wear. If the nature of the use of the facility is such that there may possibly be loss and/or damage to same, a deposit shall be made to cover. Any portion of the deposit not used to replace the loss and/or damage will be promptly refunded to the applicant.

Signature of Applicant

Date



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HOLD HARMLESS AGREEMENT

Please Print Clearly and Legibly

Name of Organization _____

Primary Contact _____ Club Location to be used _____

In consideration of being permitted to enter any Branch of the Boys & Girls Clubs Greater San Diego (the "Club") for observation, use of facilities and/or equipment or participation in any program by the above referenced organization, I hereby agree on behalf of the Organization as follows:

- The undersigned, on behalf of the Organization acknowledge that (i) I have read this document, (ii) I have inspected the facilities and equipment, (iii) I accept them as being safe and reasonably suited for the purposes intended, and (iv) I voluntarily sign this document. **Initial:** _____
- The undersigned hereby agrees to comply with the Clubs' policy and shall be responsible, on behalf of the above named organization, for any damage sustained by the building or property accruing through the use of said property by the organization. **Initial:** _____
- Release the Club, it directors, officers, employees, volunteers, governing board, agents, representatives (collectively "Releasees") from all liability to me for any loss or damage to property or injury or death to person, whether caused by Releasees or by any person associated directly or indirectly with the Club, its officers, directors, employees or volunteers or otherwise while the Organization is in or near any Club Branch. **Initial:** _____
- Agree not to sue Releasees for any loss, damage, injury or death described above and indemnify and hold harmless Releasees and each of them from any injury to persons or property sustained by any person caused by any act, neglect, default, or omission of the undersigned or of any person associated directly or indirectly by him upon or in connection with this activity or whether caused by the negligence of the Releasees or otherwise, whether the said injury or damage occurs upon or adjacent to the property. The undersigned at his own cost, expense and risk shall defend any and all actions, suits or other legal proceedings that may be brought or instituted against the Club on any such claim or demand, and pay or satisfy any judgment that may be rendered against the Club in any such action, suit or legal proceedings or result thereof. **Initial:** _____
- I assume full responsibility for, and risk of, bodily injury, death or property damage due to the negligence of Releasees or otherwise. **Initial:** _____



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HOLD HARMLESS AGREEMENT (Continued)

- The undersigned states that, to the best of his knowledge, the property for use of which application is hereby made will not be used for the commission of any act which is prohibited by law, or for the commission of any crime including, but not limited to, the crime specified in Sections 11400 to 11401 of the California Penal Code. **Initial:** _____

I intend this document to be as broad and inclusive as is permitted by the laws of the State of California; if any portion hereof is held invalid, I agree that the balance shall continue in full force and effect.

Signature

Date

For Office Use Only

Total Fees to be charged:

Deposit Amt \$ _____

Rental Amt \$ _____

_____ Certificate of Insurance

_____ Space Available

_____ Hold Harmless Agreement

_____ Staff Available

_____ Alcoholic Beverages Form

_____ Doesn't interfere w/programs

_____ Deposit Rec'd Date Rec'd _____

_____ Approved _____ Denied

Date

Boys & Girls Club President/CEO



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ALCOHOLIC BEVERAGES AGREEMENT

(if applicable)

1. The lessee shall obtain a 1-day liquor license from the Alcoholic Beverage Control or contract with a restaurant or catering service with a valid off-site liquor license. **Licensing shall be arranged prior to approval of facility use.**
2. The lessee shall be responsible to assure that those served alcoholic beverages will not become intoxicated, nor will any alcohol be served to anyone under the age of 21.
3. The lessee shall provide proper transportation home if anyone should become intoxicated.
4. The lessee shall indemnify and hold harmless Boys & Girls Clubs of Greater San Diego from any action resulting from the service of alcoholic beverages.
5. A copy of the alcohol license/permit shall be submitted to Boys & Girls Clubs of Greater San Diego **prior to the date of the event.**

I have read, understand and agree to abide by these provisions regarding the service of alcoholic beverages.

Authorized Representative Signature

Date

Printed Name

Organization