RENTAL OF FACILITIES TO OUTSIDE GROUPS

OUR MISSION
The Boys & Girls Clubs of Springfield strives to provide programs that guide and direct youth from all backgrounds, with a special concern for those from at risk circumstances, through social, physical and educational development activities, that will teach them the values of life, strengthen their self-esteem and make them better citizens of our community.

STANDARDS OF CONDUCT
Any conduct detrimental to the purpose of the Boys & Girls Clubs of Springfield, such as but not limited to profane language or fighting, is prohibited. Use or possession of any tobacco products, drugs, or alcohol is not allowed within the confines of the Boys & Girls Clubs of Springfield facilities or on the property.

The Boys & Girls Clubs of Springfield assumes no responsibility for loss of valuables or personal property. The user assumes all responsibility for security during use of facilities.

USE OF THE BOYS & GIRLS CLUBS OF SPRINGFIELD NAME
Use of the Boys & Girls Clubs of Springfield facilities does not imply endorsement or sponsorship of the event or the group by the Boys & Girls Clubs of Springfield. Publicity will be designed in such a way that no suggestion of endorsement or sponsorship is implied. All publicity and public mention of the Boys & Girls Clubs of Springfield must be cleared in advance by the Boys & Girls Clubs of Springfield President or designated representative.

SUPERVISION
Each group will provide a person 21 years of age or older who is responsible for the enforcement of the standards of conduct expected by the Boys & Girls Clubs of Springfield. Youth Groups must have at least one such person for each 15 youths unless prior approval is obtained from the Executive Director of the Boys & Girls Clubs of Springfield in writing. Co-ed groups, under the age of 18, require a minimum of 1 male and 1 female supervisor.

The using group is responsible for preservation of the condition of all areas of the facility with which they come in contact, including the parking areas and the rest rooms. The Boys & Girls Clubs of Springfield reserves the right to have one of its staff attend any meeting held at the Boys & Girls Clubs of Springfield. The Boys & Girls Clubs of Springfield does not assume responsibility for taking messages for participants or giving information prior to rental. All accidents/incidents must be reported to the Unit Director within 24 hours. Any time the Club facilities are closed because of weather, all activities will be cancelled with no additional charges after rescheduling.

Updated 4/18/2018
PARTICIPANTS WHO ARE MINORS
If the renter’s use of the property under the terms of this agreement will involve any participants who are minors (including minor children of participants), then the renter warrants that it has exercised a high degree of care in conducting background investigations on all persons who will have access to one or more minors to determine their suitability for working with or being present with minors during the renter’s use of the property under the terms of this agreement; and the renter further warrants that it will use a high degree of care in supervising all activities involving minors during its use of the property under the terms of this agreement.

DECORATION
All decorations must meet local fire department regulations and be approved by the Unit Director of the facility being rented. Renter must not damage walls, curtains, woodwork, blinds, etc. Use of nails, screws, tacks or tape is prohibited. All decorations and the attachments must be removed completely and immediately after the event.

Food and drink must be served in the designated appropriate areas.

ROOM ARRANGEMENTS
At the end of the rental, facilities are to be returned to the condition they were in before the rental. Renters are expected to clean-up and return furniture and/or equipment to original location. Special setups and clean-ups are available at an extra cost of $20 per hour. Costs of extra clean-up/setup and or damage to the Boys & Girls Clubs of Springfield is the sole responsibility of the renter.

The doors will be opened 15 minutes prior to the rental for set-up by the renter. Your group must clear the building within 15 minutes of the closing time.

Use of computers, copy equipment and other office supplies are not available for outside use.

RESERVATION
The facilities are not considered reserved until a signed copy of this agreement is filed with the Boys & Girls Clubs of Springfield, approval is made by the Executive Director or Director of Operations and a required deposit paid. The Boys & Girls Clubs of Springfield reserves the right to cancel a reservation at any time. Club programming and space needs will always take precedence.

DEPOSIT
A refundable deposit of $50 is required at the time of application. No facilities will be reserved until the deposit is received. The balance of payment is required at least 5 days before use, unless other arrangements are made. The deposit will be forfeited for cancellation with less than 24 hours notice.

CONTROL NOT EXERCISED OR RETAINED
The renter and the Boys & Girls Clubs of Springfield Executive Director understand and agree that the Boys & Girls Clubs of Springfield will continue to exercise control over the property during the use thereof by the renter. However, the renter assumes full responsibility for the safety, security, and supervision of the property, and all activities occurring thereon, during its use under the terms of this agreement.

INDEMNIFICATION
In consideration of the contract granted by this agreement, the renter shall not claim any damages from the Boys & Girls Clubs of Springfield in connection with or on account of any injuries or damages.
arising in or on the property while being used by the renter and its members, guests, or participants, including students, employees, agents, and representatives and the renter further agrees to indemnify and hold harmless the Boys & Girls Clubs of Springfield and its officers, agents, and employees from any and all claims or damages in connection with the use of the property by the renter and its members, guests, or participants including students, employees, agents, and representatives.

ASSIGNMENT
The renter may not assign any right or interest under this agreement without the prior written consent of the Boys & Girls Clubs of Springfield.

NO LANDLORD-TENANT RELATIONSHIP
It is expressly agreed and understood that this agreement shall not operate or be construed to create the relationship of landlord and tenant between the Boys & Girls Clubs of Springfield and renter under any circumstances whatsoever.

INSURANCE
The renter warrants that it carries liability, medical, and property insurance (and worker’s compensation, as required) in an amount sufficient to cover risks and exposures resulting from its use of the property pursuant to the terms of this agreement.

NO WARRANTY REGARDING PREMISES
The Boys & Girls Clubs of Springfield does not warrant or represent that the property is safe or suitable for the purposes for which it is permitted to be used under the terms of this agreement. The renter, for itself and on behalf of all of its members, guests, or participants who will be using the property, acknowledge that the Boys & Girls Clubs of Springfield is providing the property and all appliances on an “as is” basis.

CERTIFICATES OF INSURANCE
Non-Boys & Girls Clubs of Springfield groups using the Clubs must show proof of insurance by having a certificate of insurance sent to the Boys & Girls Clubs of Springfield prior to the scheduled event. The minimum coverage for general liability insurance is a $1,000,000 per occurrence. Such coverage shall apply to bodily injury and property damage. The Boys & Girls Clubs of Springfield assumes no liability regarding use of its facilities. The Boys & Girls Clubs of Springfield reserves the right to decline any request. The renter further agrees to have the Boys & Girls Clubs of Springfield named as an additional insured, on a primary basis, and will provide a certificate of insurance showing the Boys & Girls Clubs of Springfield as an additional insured, on a primary basis.

Any exceptions to the above policy may be submitted to the Boys & Girls Clubs of Springfield’s Executive Director for review.
RENTAL AGREEMENT
(Please Print Clearly)

Name / purpose of group: _______________________________ Date(s) of rental: ______________

Drivers license # ____________________ SS. # ______________________

Name of unit to be rented _____________________ Setup Time:______ Take Down Time:______

Area(s) to be rented: ____________________________________________________________________

Number of adults (21+) anticipated: _____Men _____Women

Please provide number of youth at each age listed below:

<table>
<thead>
<tr>
<th>Ages</th>
<th>Under 5</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
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<th>19</th>
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<td>Boys</td>
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Of any youth expected, what percentage are:

- African-American ____
- Asian ____
- Hispanic ____
- Multi-racial ____
- Native-American ____
- Caucasian ____

Name of group representative: ____________________________________________________________

Address: ___________________________________________________________________________

Phone Number: ______________________ Cell? __________________

Certificate of Insurance (liability) on file? _____Yes _____No ____________NA

Special Arrangements? _________________________________________________________________

_________________________________________________________________________________

I have read the Boys & Girls Clubs of Springfield’s Group Rental Policy, understanding that it is part
of the rental agreement and will abide by the conditions set forth in that policy. I will take full
responsibility for my group as outlined, including reimbursement for damage caused by my group. I
further understand that the Boys & Girls Clubs of Springfield will be held harmless and indemnified by
me and the group or organization I represent. I have full authority to enter into this agreement for my
group or organization.

________________________  __________________
Signature of Group Representative                  Date

________________________  __________________
Signature of Club Representative                  Date
Boys & Girls Clubs of Springfield  
1410 N. Fremont  
Springfield, MO 65802  
(417) 862-9249

Stalnaker Unit: 865.2821  
1410 N. Fremont  
Henderson Unit: 869.4111  
835 W. Calhoun  
Musgrave Unit: 869.8211  
720 S. Park

### FACILITY RENTAL FEES *

<table>
<thead>
<tr>
<th>AREA/ROOM</th>
<th>1 HR (MINIMUM)</th>
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<tbody>
<tr>
<td>GAMES ROOM</td>
<td>$35.00</td>
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<tr>
<td>SPECIAL EVENTS ROOM</td>
<td>$35.00</td>
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<tr>
<td>GYM</td>
<td>$35.00</td>
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<tr>
<td>BASEBALL FIELD (MUSGRAVE UNIT)</td>
<td>$30.00</td>
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** TERMS OF CONTRACT AND PRICES SUBJECT TO CHANGE WITH 30 DAYS NOTICE.

<table>
<thead>
<tr>
<th>Rental Date</th>
<th>Areas/Rooms to be used</th>
<th>Hours Used</th>
<th>Fees</th>
<th>Concerns, Comments &amp; Equipment Needs</th>
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TO RENTERS: If your rental supervisor does not show up on time, please call the following people in the order listed. These same staff can otherwise be reached at the Club during normal Club hours.

Updated 4/18/2018
CONTACT LIST FOR RENTERS

See appropriate Unit Director

Chris Shelton (Stalnaker Unit Director)  Office: 865.2821
                                                Cell: 234.7912

Chris Gray (Henderson Unit Director)  Office: 869.4111
                                               Cell: 894.2969

Niki Kiruki (Musgrave Unit Director)  Office: 869.8211
                                                Cell: 379.7176

Jeff Long (Director of Operations)  Office: 862.9249
                                                 Cell: 496.5443

Pat Gartland (Executive Director)  Office: 862.9249
                                                 Cell: 840.3230
GROUP NAME: __________________________

CONTACT NAME: ___________  PHONE #: ___________

(Account balance for ongoing rentals should always be at least $20 due to the deposit required)

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTIVITY</th>
<th>CHARGE</th>
<th>INCOME</th>
<th>ACCOUNT BALANCE</th>
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