



RENTAL AGREEMENT INFORMATION

(Revised 4/07/2023)

The Boys & Girls Club of Truckee Meadows has three facilities available to the general public for rent:

- **Donald W. Reynolds (DWR) 18,000 sq. ft.**
2680 E. Ninth Street
Reno
 - *Large Gym with three full basketball courts (1700 sf). Can accommodate up to 1,000 people.
 - *Small Gym (one full basketball court). Can accommodate to 500 people.
 - *Multi-purpose Room (MPR). Can accommodate up to 200 people.
 - *This site is primarily restricted to large sporting events and nonprofit groups. Available primarily on weekends and on some Friday evenings.*

 - **William N. Pennington (Pennington) 18,000 sq. ft.**
1300 Foster Drive
Reno
 - *Two full basketball courts, or four smaller courts. Can accommodate up to 800 people.
 - *Multi-purpose Room (MPR). Can accommodate up to 100 people. MPR includes a stage for performances.
 - *This site is primarily restricted to large sporting events and nonprofit groups. Available primarily on weekends and on some Friday evenings.*

 - **Donald J. Carano (Carano) 4,000 sq. ft.**
1090 Bresson Avenue
Reno
 - *Gym that can accommodate up to 400 people. Gym includes stage for performances.
 - *Multi-purpose Room (MPR). Can accommodate up to 60 people.
 - *Includes a kitchen that can be used for warming pre-prepared foods.
 - *Used primarily for private parties: birthdays, anniversaries, quinceanera, and other such celebrations.*
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- All three facilities feature free Wi-Fi.
 - All three clubs are primarily used for our after-school program and sports leagues, which take precedent over any outside request. Rentals may NOT take place during time periods where after-school programming is in session.

RENTAL COSTS

PAYMENT OF RENTAL FEE

Full payment must be received at time Agreement is signed.

SECURITY DEPOSIT

All outside rentals are required to provide a \$500 security deposit via a credit card that will be charged the deposit fee, or via a check that will be cashed at the time the Rental Agreement is finalized. The amount is refundable based on the Renter abiding by the terms of the Agreement, including leaving the facility in the same way it was provided, replacing all loaned equipment (tables, chairs, etc.) back in its rightful place, leaving the facility clean, and not exceeding the hours included in the Agreement. Security deposit will be returned in full or in part, based on the above parameters, within 15 working days of the conclusion of the event via a refund to the credit card on file or via check to the person identified as the Responsible Party.

INSURANCE REQUIREMENT

Renters must purchase through the BGCTM's insurance provider a \$1 million "Additional Insured" policy rider naming BGCTM, at a cost of \$100 per day for non-sporting events; \$250 per day for sporting events. Companies and nonprofit groups with their own Commercial General and Umbrella Liability Insurance (CGL) may provide BGCTM with such an insurance rider naming BGCTM as an "Additional Insured."

DWR

Large Gym	Special event, \$250 per hour; Sporting event, \$150 per hour
Small Gym	Special event, \$100 per hour; Sporting event, \$50 per hour
MPR	\$50 per hour

- 125 rectangular and 30 circular tables, and 1,000 chairs available at no cost if Renter sets up and returns equipment to its rightful and original place.

PENNINGTON

Gymnasium	Special event, \$150 per hour; Sporting event, \$100 per hour
MPR	\$50 per hour

- 20 rectangular and 20 circular tables, and 260 chairs available at no cost if Renter sets up and returns equipment to its rightful and original place.

CARANO

Gymnasium	\$50 per hour
MPR	\$50 per hour

- 100 chairs available at no cost if Renter sets up and returns equipment to its rightful and original place. Tables must be delivered and returned to Carano for events.

STAFF COSTS

- A BGCTM employee is required to be on property at all times to secure facility and to assist Renter, should need arise. The cost for one BGCTM employee is \$15 per hour. An additional employee may be necessary for large groups of more than 200.
- Per Washoe County Health Department regulations, if our kitchen is being used at any facility, even if to just keep food warm or cold, a certified BGCTM Kitchen employee must be present, the cost of which \$25 per hour.

SECURITY SERVICE

A security service cost is required for private parties where alcohol is being served. The BGCTM contracts with a Security agency to provide such service, the cost of which is included in the Rental Agreement.

KITCHEN RENTAL

The use of any BGCTM kitchen to prepare, heat/cool, or store food items may only occur with the expressed permission of the BGCTM Director of Operations, and must be included in the language of the approved contract. A certified BGCTM kitchen employee must be involved, at a cost of \$25 per hour.

The cost for renting a kitchen is \$100. If the entire kitchen area is not cleaned satisfactorily and/or food is left on the premises that must be disposed, any or all of the Security Deposit may be used to pay for BGCTM to adequately return the kitchen to its proper cleanliness.

Catering by BGCTM Chefs is also available. An extensive menu with pricing is available upon request.

USE OF ALCOHOL AT EVENT

If Renter wishes to serve alcohol, an additional \$250 (\$750 total) is required as part of the Security Deposit. BGCTM will accept only a Money Order or Cashier's Check, made payable to "BGCTM." The amount is refundable based on Renter abiding by the terms of the Agreement, including leaving the facility in the same way it was provided, replacing loaned equipment (tables, chairs, etc.) back in its rightful place, leaving the facility clean, and not exceeding the hours included in the Agreement. Security Deposit will be returned in full or in part, based on the above parameters, within 15 working days of event.

If alcoholic beverages will be served at a private party function, Renter's insurance policy must include liquor liability insurance by a coverage form equivalent to and at least as broad as an unmodified ISO CG 00 33 04 13 "Liquor Liability Coverage Form." Valid Liquor Liability Insurance (also known as "Dram Shop Insurance") is required at time of reservation

If alcoholic beverages will be sold by Renter, a valid liquor license is required and must be displayed on the premises during the function. Proof of such must be provided at time of Agreement.

The following rules must be strictly enforced:

- All alcohol consumption must occur within the building.
- Absolutely no consumption by any person under the age of 21 may occur under any circumstances while on the premises of the Boys & Girls Club of Truckee Meadows. Premises include building interior, exterior, parking lots, grounds, and entrances.

Renters who consume alcohol on the premises without the expressed and in writing permission of the BGCTM will be barred from using a BGCTM property again, and may face a civil lawsuit.