



## Facility and Equipment Rental Rates

17025 Alberta St.  
Oneida, TN 37841  
Phone: 423-286-9500

The Boys & Girls Clubs of the Cumberland Plateau’s facilities are available for rent. We offer a wide variety of spaces for meetings, group functions, wedding receptions and large events. Below you will find a chart of spaces available and their corresponding rental rate. Boys & Girls Clubs’ programs take priority and rentals (including setup) may not be scheduled during normal hours of operation unless Club Leadership determines it can be done with minimal disruption of Club activities. If setup is needed on a separate day than event, the rental may be subject to the two day rental rates. Submit a completed Facility Use Application and a \$100 security deposit to the front desk, for a scheduling consideration. When applicable a group must provide a Certificate of Insurance for the facility with minimum coverage in the amount of \$1,000,000 naming the Boys & Girls Clubs of the Cumberland Plateau as an additional insured.

**Hourly Rental Rates:** Offered by room and are only available for a maximum of 4 Hours. Events and setup greater than 4 hours will be charged a daily rental rate. \$30 to add on kitchen use.

**Daily Rental Rates:** Offered by room and include the entire day; maximum of 8 hours of use (concurrent or non-concurrent). \$30 to add on kitchen use.

**Two Day Rental Rates:** All day Saturday and Sunday. Other days are subject to approval by Club Leadership. \$50 to add on kitchen use.

*Rental fee must be paid in full on the last business day before your rental. **A refundable Security deposit of \$100 is required** in addition to the rental fee. The security deposit secures your dates. Your rental area will be inspected on the first business day following your rental and all damage assessed. Checks may be picked up or will be void and shredded if no damage is noted.*

Location	Item	Hourly Rate	Daily Rate	2-Day Rate	Qty	Subtotal
<b>Gym</b>	Special Event (i.e. Dinner, Fundraiser)	\$50	\$250	\$400		
	Volleyball or Pickleball Court	\$40	\$150	\$250		
	Basketball Court	\$30	\$100	\$200		
<b>Program Areas</b>	Primary Center	\$30	\$100	\$200		
	Youth Center	\$40	\$150	\$250		
	Teen Center	\$30	\$100	\$200		
	Conference Room	\$25	\$75	\$125		
	Kitchen	\$20	\$60	\$100		
	Multipurpose Field	\$30	\$100	\$200		
<b>On-site Event Add-ons</b>	Gym Floor Coverings (for food/drink)	\$80 flat/event				
	Stage	\$80 flat/event				
	PA System (setup only)	\$50 flat/event				
	Table & Chairs Rental or On-site Event	\$20/Table (w/8 chairs)				
	Folding Chairs	\$1/Chair (Indoors Only)				
<b>All Rentals</b>	Maintenance Fee	\$40 flat	\$80 flat			
	Security Deposit (events & equipment)	\$100/event - refundable				
					<b>Total</b>	



# Facility and Equipment Rental Agreement

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The Boys & Girls Clubs of the Cumberland Plateau is pleased to facilitate use of the Scott County facility. The person or group named below shall be the primary contact and held responsible to ensure that the terms of this agreement as outlined below are followed.

Group/Name \_\_\_\_\_ Primary Contact \_\_\_\_\_

Address \_\_\_\_\_

Primary Contact Email \_\_\_\_\_ Primary Contact Phone \_\_\_\_\_

Room \_\_\_\_\_ Date(s) Requested \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Purpose of Use \_\_\_\_\_

Insurance Company \_\_\_\_\_ Policy # \_\_\_\_\_ Amount \_\_\_\_\_

This agreement facilitates the best possible rental condition for serving the children of our community. The Boys & Girls Club is not responsible for chaperoning, supervising or disciplining individuals attending the event. All child related events must have adequate supervision at all times including before and after the event so that no child is left unattended or unsupervised. The group is responsible for ANY damage caused to the facility or equipment.

1. This approved reservation form authorizes the designated group use of the facility. The person in charge must have this form in his/her possession during the event.
2. Total fee is payable prior to event date.
3. Appropriate certificates of insurance must be presented.

### Facility Rules:

General Safety: Do not obstruct exits. Do not tamper with circuit breakers, HVAC, or light fixtures. Treat the facility and the equipment with respect. Children under age of 12 must be supervised at all times. Monitor the actions of your guests.

Alcohol & Smoking: Alcohol use and Smoking is prohibited in the Boys & Girls Clubs and on its grounds. You must travel off-site to smoke.

Equipment: The Club is pleased to have a variety of equipment available. Please coordinate with us your table and chair needs. We have 6 ft. and 8 ft. rectangle tables, 6 ft. round tables, and folding chairs for your use (limited quantities). Bleachers are available for the gym. Cafeteria tables are in the kitchen area and can be folded and rolled out of the way if not needed. Please review our list of items available for rent on the "Equipment Rental Rates".

Decorations: The group's decorations must be approved by the facility prior to event. No open flame decorations permitted. Do not use tape, tacks, nails etc. on walls floors, chairs or tables. No rice, birdseed, confetti, glitter are allowed inside or outside the facility. Protective floor

material (provided) must be used in the gymnasium for non-sporting activities. All decorations must be removed prior to departure.

Food & Beverage: You may bring in outside food and beverage for your event. You must clean up after yourselves. ALL tables must be wiped down after serving food in the Club. Kitchen use is only permitted when rented. No food or beverage (other than water) permitted in the gym during sporting activities. All garbage cans must be emptied and disposed of outside in the dumpster.

Clean Up: Clean-up by the group is required and must be completed within your rental time. Renter is responsible for removing all decorations, literature, signs and trash brought in (not owned by Boys & Girls Club) to be placed in the dumpster. If staff are required to facilitate clean up or remove trash you will forfeit your security deposit.

Cancellation: Hourly rentals must be canceled with 72 hours notice. Daily rentals require 2 weeks notice. Cancellations within the regulations will be refunded 100%. Failure to cancel with appropriate notice is subject to your rental fee or your security deposit whichever is greater.

By signing below, the group agrees to the Facility Rules outlined above, and the laws and ordinances that may apply. The applicant shall indemnify and hold harmless the Boys & Girls Clubs of the Cumberland Plateau, its employees, and elected officials from and against any and all claims, demands suits, actions, payments, and judgments for personal injury and/or property damage arising out of, or in any way connected with the use of the above described facility rental, except for injuries or damages caused by the sole negligence of the Club. Failure to abide by the above rules may result in forfeiture of your security deposit.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Boys & Girls Clubs Representative

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**\*\*A \$100 Security Deposit must accompany this form to secure your reservation.**

***Office Use***

- Security Deposit Received**
- Proof of Insurance/Certificate of Liability Naming Boys & Girls Clubs of the Cumberland Plateau as "Additional Insured"**
- Rental fee must be paid in full on the last business day before rental**