



**BOYS & GIRLS CLUB**  
OF CAMARILLO

The Boys & Girls Club of Camarillo  
1500 Temple Avenue, Camarillo, CA 93010  
Phone: 805.482.8113  
Fax: 805.388.8799

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## **Facility Rental Information**

Dear Applicant:

Thank you very much for considering rental of the Boys & Girls club of Camarillo for your special function.

Your support of our organization helps make it possible for us to provide positive, constructive programs and activities for our community's young people.

Enclosed you will find:

1. Facility Use Policy
2. Facility Rental Fees
3. Facility Application
4. Hold Harmless Agreement

If you need a tour of the facility, please visit or call our Administrative Office and arrange a tour.

Upon completion of these materials, please return them to the Administrative office. We will check our master calendar to determine availability and respond to you within ten (10) days of receipt of your request.

Once your rental has been approved, another meeting may be set up to finalize any questions both parties may have concerning the rental.

If you have any questions, feel free to call the Administrative Office and speak with our Vice President of Operations.

Thank you again for considering rental of the Boys & Girls Club of Camarillo.



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## Facility Use Policy

### 1. Variations and Exceptions

Any variation from or exception to these policies or any part thereof will require approval by the Executive Committee of the Board of Directors.

### 2. Eligible Groups

The Chief Executive Officer and/or the Executive committee of the boys & Girls club of Camarillo shall have the responsibility for the determination of the eligibility of any group to use the facilities of the Boys & Girls Club. The boys & girls club of Camarillo does not rent its facilities for events at which alcohol is served, at which guest under the influence of alcohol or drugs may attend, at which unruly or unmanageable crowds are at risk, or with which alcohol or drug use is associated. This includes but is not limited to teen parties, bachelor parties, weddings, rave parties, etc. The Club reserves the right to decline to rent its facilities for any event, at its sole and exclusive direction.

### 3. Application

A request to use/rent the facilities of the Boys & Girls Club of Camarillo must be submitted on the form designed for that purpose. No other form of application for us will be accepted.

### 4. Hold Harmless Agreement

A properly signed Hold Harmless Agreement must accompany the application for use of the facilities. No application for us of the facilities will be considered for approval with the agreement.

### 5. Damage Deposit

A deposit of \$500 shall be made against possible damages to the club facilities. This deposit must be made ten (10) working days prior to the date of the intended use and will be refunded if no damages occur.

### 6. Insurance

Any group applying for use of the facilities must submit with the application for use, an insurance certificate naming the Boys & Girls Club as additional insured against liability for injury to person and/or property on Boys & Girls Club premises or vicinity during the group's use of the facilities in the amount of at least \$1,000,000.

### 7. Supervision and Security

There shall be at least one adult person identified by the group to be listed as being "in charge" while the group is using the facilities.

### 8. Vehicles

No club vehicles shall be loaned or rented to any individual or group.

### 9. Equipment

Any individual or group wishing to borrow or rent any equipment of the Boys & Girls Club of Camarillo shall present a request to the CEO who shall have the authority for approval or denial of the request.

### 10. Set up and Restoration

Set up and restoration must be completed the facility renter. The Boys & Girls Club does NOT set up or tear down. Each rental is responsible for returning the room to its original state -- a diagram is posted in each room.

### 11. Cleanliness and Cleanup

The rented areas of the club will be cleaned at the time of arrival. The group shall be responsible for leaving the area in the same condition it was in at the time of their arrival. The cost of any additional cleaning necessary as a result of its use by the group shall be charged to the group.

### 12. Room Fees

The fee for each room has been set by the Board of Director of the Boys & Girls Club of Camarillo. These fees are outlined in the form "Facility Rental Fees". These fees may be changed from time to time to reflect the current rental market.



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## Facility Rental Fees

### Room Rentals

#### **E.J. Harrison Auditorium**

Room A ..... \$75/hr  
(seating capacity 60)

Room A & B ..... \$150/hr  
(seating capacity 120)

Room A, B & C ..... \$200/hr  
(seating capacity 182)

#### **Harry Glass Conference Room**

Upstairs Meeting Room..... \$50/hr  
(seating capacity – 12)

#### **Gymnasium**

Sporting Events..... \$75/hr

Parties, Events ..... \$150/hr

**Kitchen..... \$50/hr**

**Games Room & Snack Area ..... \$100/hr**

### Fees for All Functions

**Security Deposit..... \$500**

### Set up and Break down of Rooms

The Boys & Girls Club does not set up or break down rooms. Your organization is responsible for returning room(s) to its original state. There are diagrams in each room.



Date:	
Staff:	
Approved:	Yes <input type="checkbox"/> No <input type="checkbox"/>
Fee:	

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**Facility Rental Application**

(Please submit to the Administration Office. You will be contacted within 10 days of submission)

Person Making Request \_\_\_\_\_ Phone # \_\_\_\_\_

Main Contact Person: \_\_\_\_\_ Phone# \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Day(s) Needed: Mon Tues Wed Thurs Fri Sat Sun      Date of Event: \_\_\_\_\_

Check Room(s) Requested:

Room A	Room B	Room C	Upstairs Room	Gym	Kitchen	Entire Facility

Type of Event: \_\_\_\_\_

Time Needed (*please include your set-up time*) \_\_\_\_\_ Number of People \_\_\_\_\_

Will you be serving food/beverages?  No  Yes      Will your event be catered?  No  Yes

Equipment Requested:  Overhead  TV & VCR  Podium  Microphone

*The Boys & Girls Club does not set up or break down rooms due to limited staff resources. Your organization is responsible for returning room to its original state – please see diagram in each room. Initial \_\_\_\_\_*

Staff Notes

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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### HOLD HARMLESS AGREEMENT

This Hold Harmless and Indemnity Agreement is made on \_\_\_\_\_ 20\_\_\_\_; between \_\_\_\_\_, herein referred to as the "Indemnitor" and the Boys & Girls Club of Camarillo, hereinafter referred to as the "Indemnitee".

#### SCOPE OF INDEMNITY

1. The Indemnitor agrees to comply with the Boys & Girls Club of Camarillo policy and will be personally responsible for any damages sustained by the Boys & Girls Club of Camarillo facilities as a result of the use of the property by the Indemnitor. The Indemnitor has made an application for the use of the Boys & Girls Club facilities. The indemnitor's use of the facilities is conditional on assumption of the obligations of the Agreement.
2. The Indemnitor agrees to hold harmless and to indemnify the Boys & Girls Club of Camarillo, its governing board, and their authorized agents and representatives from every claim or demand which may be made by reason of:
  - A. Any injury of person(s) or property sustained by the indemnitor or by any person associated directly or indirectly by him upon or connection with the use of the facility, however caused and
  - B. Any injury of person(s) or property sustained by any person caused by any act, neglect, default, or omission of the Indemnitor or of any person associated indirectly or indirectly by him or in connection with the activity whether the injury or damage occurs upon or adjacent to the property. The indemnitor at his own cost, expense, and risk shall defend any and all actions, suits, and other legal proceedings that may be brought or instituted against the Indemnitee on any such action, suit or legal proceedings.

#### NOTICE OF CLAIM

3. The Indemnitee shall give the Indemnitor within seven (7) days written notice of any claim regarding the subject matter of the Agreement.

#### BINDING EFFECT

4. The terms of the Agreement shall bind and insure to the benefit of the parties and their heirs, legal representatives, successors and assigns.

Print Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Indemnitee: The Boys & Girls Club of Camarillo**

Print Name: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Indemnitor**