



BOYS & GIRLS CLUB
OF ELMA, MARILLA & WALES

Facility Rental Application 2025

Renter Name: _____ Phone Number: _____

Event: _____ Event Date: _____

Reservations are not finalized until the Facility Rental Application and mandatory \$50 deposit are received! Cash and check are always accepted. Credit card and Square payments will include a 2.9% processing fee and an additional 30 cents per transaction.

Rental Packages:

- STANDARD: 3 HRS for \$350- Games Room, Gymnasium, Cafe Seating Area, Playground, Gazebo
- STANDARD PLUS: 3 HRS for \$400- Add the Craft Room for an additional \$50
- CORPORATE: 1.5 HRS for \$150- Choose between the Learning Center, Craft Room or Games Room
- OUTDOOR: 3 HRS for \$200- Outdoor exclusive events on Club property, Club would be unlocked for bathrooms only
- ATHLETIC: 3 HRS for \$150- Gymnasium and bathrooms only

Times (All rentals include 30 minutes before and after for setup and teardown, barring conflicts with club programming):

- WEEKDAYS: 9:00am-12:00pm (Corporate Only)
- WEEKDAYS: 6:30-9:30pm (Athletic Only- Not available when Club programming occurs)
- WEEKENDS: 12:00pm-3:00pm (Not available when Club programming occurs)
- WEEKENDS: 4:00-7:00pm

Add-Ons:

- BOUNCE HOUSE SLIDE: \$200- Staff will set up our inflatable bounce house slide in the Gymnasium to be run dry for party events (Waiver must be signed by all participants)

PER SPECIAL REQUEST: Cafe candy items and slushies may be purchased for additional costs. This is to be done by Club staff only and occurs for one hour of the event. The Cafe kitchen is off limits to renters and can only be accessed by the staff working the event. If you have food items you would like stored in the kitchen, please communicate that to the staff so they can take them back. Fridge space is limited- please bring your own coolers as a primary resource.

The Boys & Girls Club of Elma, Marilla, & Wales is happy to open our doors to the community for site rentals. Please remember to show respect for our building, grounds and our staff working your event. Payment is due on the day of the event. The times listed are the only times available. Renters will need to provide their own extra seating, tents and coolers. No alcohol is permitted on the property at any time. The Club will not provide additional tables beyond what are already in place. The Club will not provide dishware, cutlery or cups of any kind. No helium balloons. Trash from events needs to be removed by the renters and can be taken to our dumpster. Failure to meet any of the requirements listed above will result in a loss of the renter's security deposit and a fine minimum of \$50-\$100. Please contact Sam Coatsworth with any questions or concerns at sam.coatsworth@bgcemw.org.

OFFICE USE ONLY:

Executive Director _____ Date: __/__/__

Invoice Received (Method): _____ Date: __/__/__