



Facility Rental Expectations (Recurring weekly/monthly)

CLEANING EXPECTATIONS*

Gym:

- Sweep floor
- Empty garbage cans and put new liners in cans (put garbage in BGCB dumpster located on side parking lot)
- Turn of lights

Lobby/Entryway:

- Sweep floor (2nd floor)
- Clear entry ways of all debris and garbage (inside and outside)
- Turn of lights
- Ensure exterior doors are locked

Bathrooms (upstairs and downstairs if utilized):

- Sweep floor
- Sanitize sinks, door handles, and other high touch surfaces
- Empty garbage cans and put new liners in cans (put garbage in BGCB dumpster located on side parking lot)
- Turn of lights
- Make sure door to single use bathroom (in gym) is closed

***BGCB reserves the right to charge a cleaning fee if these expectations are not met**

FACILITY RULES & TENANT RESPONSIBILITIES

1. No food or drink on any carpeted areas **Spills or misuse will incur an additional fee*
2. Do not prop any exterior doors at any time and have someone monitor doors when unlocked
3. At the end of the event, complete the cleaning checklist and walk through the building to make sure there are no patrons present
4. No open flame or smoke (e.g. fog/smoke machines)
5. Please be respectful of Club equipment and supplies. Do not use unless granted permission (e.g. athletic equipment, games, books). Any cost of damages will be the responsibility of the tenant.
6. Tenants are responsible for all set up, including moving chairs and tables before and after the event(s). All chairs/tables **MUST** be put away at the end of your event. You **CANNOT** leave chairs/tables to be picked up or put away the following day. If items are left at the facility after an event, BGCB is not liable for loss or damage.
7. Tenants are responsible for bringing (or renting) and operating their own audio/video equipment.
8. If damage exceeds the \$500 security deposit, the tenant will be responsible for the true cost of damages.

This list is not exhaustive of all rules and regulations, please contact the landlord with additional questions

Failure to complete any of the above items for areas used during facility rental satisfactory to BGCB requirements will result in forfeiture of facility deposit or incur penalty fees. To agree to these terms sign below.

(BGCB Representative (Landlord) - Print)

(Date)

(Tenant – Print)

(Date)

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUBS
OF BEND

(BGCB Representative (Landlord) - Sign)

(Date)

(Tenant – Sign)

(Date)