



## Facility Rental Expectations (Single-Use Events)

### CLEANING EXPECTATIONS (MUST BE COMPLETED SAME DAY OF EVENT)

- Throw away all trash and put recycling in proper bins
- Take down all décor
- Remove or put away all chairs, tables, and other props
- Clean any excessive spills or messes

**\*BGCB reserves the right to charge an additional cleaning fee or keep part or all of the security deposit 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)

\_\_\_\_\_  
(BGCB Representative (Landlord) - Sign)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Tenant – Sign) (Date)