



**BETHANY ATHLETIC CLUB
FACILITY USE AGREEMENT 2022**
15670 NW Central Drive, Portland OR 97229
971-371-7600

(Reservation forms to be submitted to the Bethany Athletic Club.)

Commercial use for profit/gain prohibited. Fundraisers for non-profit organizations may be acceptable.

Name: _____ Group Name: _____
(Applicant must be 21 years of age)

Address: _____ Phone: (H) _____

(City) (State) (Zip Code) (C) _____
(W) _____

Email: _____ Non-profit Tax ID# _____

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|--------------------------|
| EVENT INFORMATION |
|--------------------------|

RENTAL: Day: _____ Date: _____ Time: From: _____ To: _____

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NO early arrivals allowed. When renting please remember to include ALL the time you will need for any set-up (decorating, caterers, etc.) and include clean-up time. (With back-to-back room usage, we must have the correct amount of time to clean and set up in between rentals and programs.) Please adhere to the above time. Thank-you.

Activity Description: _____

Estimated # Guests? _____ Adult _____ Youth Is the event open to the public? _____ No _____ Yes

Will there be a participant charge/dues? _____ No _____ Yes If yes, cost to guest \$ _____

Will there be decorations? _____ No _____ Yes

Food? _____ No _____ Yes Use of refrigerator/Microwave? _____ No _____ Yes

If yes please explain. _____

ALL FOOD MUST BE STORE BOUGHT OR CATERED

Music? _____ No _____ Yes If yes please explain. _____

NO Alcohol, confetti/glitter allowed in ANY BAC rental spaces. (Charges will apply.)

___ **Kid Central** maximum 24 people *(No food or drink allowed in carpeted classrooms).*

___ **Bistro**, maximum 24 people with tables and chairs *(sink, refrigerator & microwave down stairs in staff lounge ONLY upon request)*

___ **West Basketball Court**, maximum 24 people with folding chairs and tables *(No food or drink allowed in court).*

ADDITIONAL GUESTS are \$10 per guest MAX. 30 guests

RENTAL COST

| | Available hours for rental <i>(subject to approval)</i> | Category Description | Cost | Commercial Cleaning fee <i>(cleaning cost are subject to change)</i> |
|-------------|--|---|----------------|---|
| Kid Central | Saturday/Sunday 3:00pm-6:30pm | Use of Kid Central tables/chairs and approved toys. <i>(No food or drink allowed.)</i> | \$115 per hour | \$50 |
| Bistro | Monday-Friday 3:30pm-9:30pm Saturday/Sunday 7:30am-6:30pm | Use of dining area table/chairs and back bar. <i>(No use of kitchen or barrista area/bar area.)</i> | \$115 per hour | \$110 |
| West Gym | Available upon request | Use of half basketball court. <i>(Table/chair or sports equipment upon request. No food or drink allowed)</i> | \$115 per hour | no additional charge |

AGREEMENT

- 1 **Half of cost due to book rental (cleaning/damage will apply after rental if applicable) YOU ARE NOT CONFIRMED ON OUR SCHEDULE UNTIL WE RECEIVE HALF OF COST**
- 2 Request to cancel facility use agreement must be received in writing. **NO REFUNDS** are given with less than **five working days** notice of cancellation.
- 3 Please allow **two weeks** for processing of all refunds.
- 4 Use of Facility: If rental group leaves before designated time they will forfeit the rental fee paid for the remaining time. If rental runs over the designated time an hourly rate will be charged. Only rooms rented and restroom facilities are to be used.
- 5 NO alcohol, controlled substances or smoking allowed in Bethany Athletic Club property.
- 6 NO DECORATIONS ALLOWED ON THE WALLS – PINS, TAPE, ETC. No glitter, confetti, tissue paper, rice, silly string, and birdseed.
- 7 No barbeques, sparklers, Tiki torches, candles, incense or any kind of an open flame.
- 8 **SET UP & CLEAN UP: Applicant is responsible for set-up and clean up when necessary. The Building Supervisor on duty will determine if the cleaning requirements have been sufficiently met. Cleanup includes sweeping, wet-mopping (as necessary), putting away tables and chairs, garbage picked up, bagged and placed in dumpster, recycling cleaned and put in appropriate containers, all vendor/rental equipment items have been removed and counters, tables and chair surfaces cleaned off. Room must be free of damages.**
- 9 Applicants will lose half of the cost for any damages, losses, or additional hours. Any other charges will be billed.
- 10 BAC is not responsible for lost or stolen items.
- 11 BAC Building Supervisor reserves the right to monitor the event at any time. The applicant will be responsible for the supervision of all guests attending your rental while using the building.
- 12 **LIABILITY:** The applicant reserving the facility, on his or her behalf and behalf of the using group, does hereby agree as follows:
 - A. To be solely and completely responsible for the condition of the facility and to leave the building and grounds used in a neat and clean condition, without damage, and with all personal affects removed.
 - B. To release, indemnify and hold BAC, its staff and agents, harmless for any and all losses, costs, claims and damages resulting from the use of BAC facilities.
 - C. To promptly reimburse BAC for all damages. Failure to do so may result in termination of all future rights to use the club and prompt legal action.
 - D. To be responsible for the supervision of any minors involved with their organization while in the facility. And further agree that the property will be used in accordance with the rules and regulations of the BAC.
- 13 Applicant agrees to provide liability insurance for this event/tournament, where applicable, naming BAC as an additional insured. Attach copy to this form.
- 14 Report all accidents and/or incidents that occur on BAC property to the BAC staff immediately.
- 15 Due to unforeseen circumstances, BAC reserves the right to reschedule/cancel this facility use agreement.

FEES/CHARGES

With my signature below, I acknowledge that I am authorized, on behalf of myself and the entity identified in this facility use application, to agree to BAC terms and conditions, rules and procedures.

Date Deposit Paid _____

Half of full cost: \$

(payment required by card or placed on MEMBER account)

Rental Fee: _____ # Hours @ _____ \$ rate per hour

All rental fee balances due prior to the event.

Total Rental Fee: \$

Date Paid: _____

_____ On Account

_____ Cash

_____ VISA

_____ Master Card

_____ Discover

Credit Card # _____

Expiration Date: _____

CCV# _____

Signature of Applicant

Today's Date

BAC Supervisor

Today's Date