



**WALTHAM
BOYS & GIRLS CLUB**

The Waltham Boys & Girls Club has a variety of Club space available year round. In order to request space, potential renters must fill out and submit a Club Rental Form to the Director of Operations. The Director of Operations, will respond to the request with options and pricing in a timely manner. Space is always contingent on availability and member activities and events. If you wish to tour/view the space before requesting, please set up an appointment by emailing ncacciolfi@walthambgc.org or calling 781-893-6620 ext. 20.

Standard Rates and Times for Club Rentals

- 1) **School Year Mon. – Fri. 9am – 1pm (not available during member hours): \$75/hour**
- 2) **School Year Evening Rental: \$90/hour**
- 3) **Summer Session Evening Rental 5:30pm – 11pm: \$90/hour**
- 4) **Weekend Rental 7am – 11pm: \$90/hour (2 hour minimum)**
- 5) **Holiday Rental 7am – 11pm: \$110/hour**
- 6) **Pool Rental \$125/hour**, includes 1 lifeguard for every 25 swimmers. Add \$25/hour for each additional lifeguard needed. Lifeguards are billed at a 2 hour minimum.
- 7) **Auditorium Rental \$150/hour (2 hour minimum)**

Set-up/Clean up:

All Licensees' are responsible for the set-up and clean-up of the rental space. The Club has cleaning supplies that are available for your use. Please ask the Director of Operations or staff on duty for cleaning supplies.

Rental Fees:

Rental fees include the use of the space for the time scheduled on your rental agreement. Fees do not include use of any Club equipment (unless arranged by Director of Operations) or storage. Licensee agrees to pay additional rental fees, should the usage of the area exceed the scheduled time of the rental agreement (this includes early arrival for set-up). Fees must be paid in full a week prior to the event. Some events, based on needs may incur additional charges other than those listed in the rate section that will be discussed prior to the rental agreement being finalized.

Club Property/Equipment

Any property or equipment broken or stolen due to the Licensee negligence shall result in Licensee being charged for the repair or replacement cost. The Waltham Boys & Girls Club assumes no responsibility for equipment or materials stored at the Club belonging to the Licensee.

Changes in Rental Agreement:

Any changes in this rental agreement must be approved by the Director of Operations of the Waltham Boys & Girls Club. All requests must be submitted in writing and in a timely fashion.

Waltham Boys & Girls Club Staff/Rental Staff:

Rental fees do not include assistance from Club staff. Please refrain from approaching staff to move tables, clean area, etc. The Director of Operations or rental staff will be available for any questions or concerns pertaining to the rental. The Club will supply a staff member for rentals that occur before or after regularly scheduled Club hours. The duties of the rental staff include opening and closing the building. Rental staff are not required to assist with set-up/clean-up. Please let us know if you are interested in having a staff member available to facilitate activities and events for your party. Staff may be available to facilitate gym activities for an additional fee.

Food/ Alcohol/ Smoking:

Food is only allowed in designated areas. Alcoholic beverages are not permitted in the Club. Smoking is also prohibited on Club property, at all times, whether the Club is open or closed.

Cancellations:

All rental cancellations require a 30 day written notice.