



**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 [rentals@walthambgc.org](mailto:rentals@walthambgc.org) or calling 781-893-6620.

**Standard Rates and Times for Club Rentals**

- 1) **School Year Evening Rental: \$100/hour**
- 2) **Summer Session Evening Rental 5:30pm – 11pm: \$100/hour**
- 3) **Weekend Rental 7am – 9pm: \$120/hour (2 hour minimum)**
- 4) **Holiday Rental 7am – 9pm: \$130/hour**
- 5) **NA- Pool Rental \$140/hour**, includes 1 lifeguard for every 25 swimmers. Add \$25/hour for each additional lifeguard needed. Lifeguards are billed at a 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 mops, brooms and cleaning supplies that are welcomed to your use. Please ask the Operations Director for cleaning supplies.

**COVID-19 Health & Safety:**

All renters will be required to provide a health and safety plan that meets the state and local guidelines as well as Waltham Boys & Girls Club Safety Protocol. (see attached)

**Enter/Exit:**

All participants will enter and exit the building from separate assigned doors.

**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 the 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 that is broken or stolen due to the Licensee's 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 Waltham Boys & Girls Club. All requests must be submitted in writing and in a timely fashion.

**Waltham Boys & Girls Club Staff/Rental Staff:**

Rental fee does not include assistance from the Club staff. Please do not approach staff to move tables, chairs, etc. If you require assistance in setup/breakdown that can be discussed with the Operations Director for an additional fee. During regular hours the Operations Director or staff person for the rental will be available for questions or concerns. The Boys & Girls 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 is not required to assist with the set-up/clean-up etc. Rentals that require more than one staff will be required to pay an additional fee of \$20.00 per hour per extra staff. Additional fees will be included in your contract.

**Food/ Alcohol/ Smoking:**

Food is only allowed in designated areas. Alcoholic beverages are not permitted in the Club. Smoking/Use of Tobacco products is also prohibited on Club property, at all times, whether the Club is open or closed. No buffet-type food service or food sharing is allowed- single serve only.

**Cancellations:**

All rental cancellations require a 30 day written notice.