

**Boys & Girls Clubs of Deep East Texas**  
**Facility Usage Agreement**  
941 Tower Road  
Nacogdoches, TX 75961  
(936) 560-6844

*Revised: April 5, 2011*

GENERAL POLICIES, PROCEDURES AND REGULATIONS GOVERNING THE USE OF BOYS &  
GIRLS CLUBS OF DEEP EAST TEXAS' FACILITIES

**Policy Statement**

It is the intent of the Boys & Girls Clubs of Deep East Texas that the facilities of the Club be used fully in furthering the development of Club principles and ideals within the community. Therefore, it is intended that the facilities be available for use by all within the rules and regulations defined below. These rules and regulations are established to ensure that the facilities are available to all on an equal basis and that maximum use is made of them toward the common good, without placing an undue financial burden on the Club organization. No organization intending use contrary to the Club guidelines may be granted permission to use the facilities.

**Advertisements**

Any materials or advertisements with the Boys & Girls Club name or logo must be approved by the Boys & Girls Clubs of Deep East Texas, President/CEO. Failure to get pre-approval on materials could result in cancellation of contract.

**Eligibility for Use**

The facilities of the Boys & Girls Club are available for use by the members of civic, charitable, or like organization wishing to use the facilities at times that are not scheduled for the general membership. Boys & Girls Club programming will be of highest priority. Priority use is as follows:

1. Boys & Girls Club Activities and Events.
2. Groups associated with Club programs (i.e. basketball teams, Parents Auxiliary, Contracted Classes, etc – Staff Cost)
3. Club Patrons and Benefactors – Rental Fee
4. Other Non-Profit / Charitable Groups – Rental Fee
5. Other Private Groups – Rental Fee

In general, Boys & Girls groups and supporters will be given preferential consideration at all times.

**Scheduling**

Groups may schedule activities no more than 12 months in advance and for regular use for a period of time not to exceed six months. The President/CEO or Board of Directors may unilaterally cancel the agreement at any time by giving a two-week notice. If the group ceases its use, the Unit Director of the reserved facility must be notified immediately

**Hours of Use**

The Boys & Girls Clubs facilities will be available on weekdays (Monday – Friday) from 8:00am to 2:00pm and 9:00pm to 10:30pm during school months and from 6:00pm to 10:30pm during summer months. Weekend use will be: Summer months, Saturday and Sunday, 9:00am to 10:30pm; School months, Saturday, 5:00pm to 10:30pm; Sunday, 9:00am to 10:30pm. All hours will be contingent upon the availability of staff to supervise the particular activity. A staff member must be in attendance at any time the Club facilities are being used by outside groups. Staff will arrive 15 minutes before the rental or birthday time. Any other rental hours must be approved by the President/CEO of the Boys & Girls Clubs of Deep East Texas.

**Procedures**

All groups wishing to use Club facilities must complete the form provided for this purpose and present it to the Unit Director of the facility requested. If the request falls within the policies set forth, the Unit Director will review the request and determine if the date and time are available. The Unit Director will make his recommendation and forward the request to the President/CEO for final approval. One time, short term requests can be approved by the Unit Director and forwarded to the President/CEO. An individual must be appointed by the using group to accept the responsibilities associated with being granted the use of the facilities and will sign a statement that those responsibilities are accepted. If special circumstances arise, the President/CEO may ask the advice and consent of the President of the Corporate Board of Directors.

### **Facilities Available for Use**

Generally, the facilities available for use will be limited to the gymnasium, work out gymnasiums, meeting rooms, game rooms, and kitchens. Special arrangements may be made for use of arts and crafts room and computer labs.

### **Charges**

Charges will be determined based upon the usage hours, number of participants and facilities used. The Administrative Staff of the Boys & Girls Clubs of Deep East Texas will determine the appropriate charges. The basketball gymnasium will not be heated or cool for a rental without prior approval from the President/CEO. Heating and cooling of basketball gymnasium will cost an additional \$100 to the rental agreement per day.

### **Swimming Pool Facilities**

Renter will be responsible for supervision outside the pool. Food will be allowed to be brought in but must remain in the designated eating area. Boys & Girls Club will provide a minimum of two lifeguards. Birthday parties are priced at 2 hours and a maximum of 25 youth. Any variance in youth or hours will change the cost.

#### **Swimming Pool Facility Rules:**

1. **No running or horse playing.**
2. **No food/gum around or in the pool.**
3. **Stay off the lane ropes.**
4. **No jumping/diving into the pool.**
5. **Patrons must wear swimsuits made of spandex or nylon.**
6. **No blow-up floats allowed.**
7. **Everyone must shower before entering the pool.**
8. **Obey lifeguard whistle.**
9. **Clean up your own mess.**
10. **Children 16 and younger must be supervised by an adult 18 years of age.**
11. **There are no diapers allowed in the pool, all swimming patrons must be potty trained.**
12. **We have the right to terminate/stop your swimming if you do not follow the pool rules.**

### **Custodian Services**

When groups use the facilities and janitorial services are necessary an additional charge of \$10.00 per man hour as required will be charged. A \$150.00 deposit will be required. Deposit will be returned if user does not abuse the property.

### **Use of Equipment**

Use of all Club equipment by any persons other than Club staff or persons specifically approved by the Club is prohibited. No equipment may be removed from the Club grounds.

### **Storage Facilities**

The Boys & Girls Club cannot provide storage for any organization.

### **Specific User Responsibilities**

Upon approval of use, a responsible individual must sign the statement acknowledging understanding and acceptance of the rules and regulations. All due care will be exercised in using the facilities. Using organizations and groups shall be liable for damages incurred in the use.

The facilities will be returned to the original condition with all equipment in its original location. The Club will be left in a clean and acceptable condition after use.

The staff member assigned to a particular function will open the Club and appropriate facilities, turn on the appropriate lighting and heating and/or air conditioning and be responsible for securing the facility after use. The staff member will remain on the premises to supervise the use and lend any additional assistance that may be required.

No alcoholic beverages or drugs will be permitted on the Club grounds. Smoking is permitted only outside the buildings. The Club may not be decorated excessively. Major rearrangement of the Club equipment is prohibited.

