

Updated 3.12.2025



Facility Rental Information
West Bend/Prescott Center
925 N. Silverbrook Drive | West Bend, WI | 53090 | 262.334.3732

FOR OFFICE USE ONLY:

Application Received

Date: _____ Initial: _____

Payment Received

Date: _____ Initial: _____

Key Given: Y / N

#: _____

Individual/Group Name Renting Space: _____

Type of Group/Reason for Rental: _____ Size of Group: _____

Address: _____

City: _____ State: _____ Zip: _____

Main Phone Number: _____ Other Phone Number: _____

**The following information will be used for rental charges:*

Credit Card Number: _____ - _____ - _____ - _____ Expiration Date: ____/____

I, _____ authorize Boys & Girls Clubs of Washington County to charge my credit card above for agreed upon rental purchases.

Signature: _____ Date: _____

RENTAL INFORMATION

Day of the Week: _____ Date(s): _____

Time Frame: _____ to _____ *Extra time for set-up? Yes No Notes: _____

Room (2+ \$150 \$150/Hour	Available Rooms	Price/Hour	3-4 Hours Flat Rate	4+ Hours Additional Fees	Combo rooms)
	Cafeteria & Kitchen	\$75	\$225	\$100/Hour	
	Games Room	\$75	\$225	\$100/Hour	\$375
	Gymnasium	\$75	\$225	\$100/Hour	

DISCOUNT – Civic, cultural, and nonprofit educational groups may be eligible for a rental discount. Inquire about special pricing. Youth athletic groups may be eligible for a rental discount as well.

EQUIPMENT USAGE – Please inquire about any additional equipment needs (ie. Internet, Games, gym equipment)

PLEASE LIST ADDITIONAL REQUESTS:

Payment Due: _____ Checks Payable: Boys & Girls Clubs of Washington County

Will there be children between 6 and 17 years old? Yes No

Important Note: Failure to abide by contract expectations will result in credit card on file to be charged accordingly.

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If minors are present, the Boys & Girls Clubs of Washington County is not liable for any injuries, illness, or harm.

General Facility Rental Rules & Regulations

RENTAL HOURS – We will not rent the building out during Club hours. Club hours are Monday through Friday; 3:00pm to 7:00pm during the school year and 7:00am to 5:30pm during the summer. Call for availability.

PAYMENT – Completed contract and half of full payment of rental is due to reserve the facility. Remaining payment is due 2 weeks prior to event. Rental fees can be refunded if the Boys & Girls Club receives notification at least 7 days prior to rental date. Notification received after this point will receive 50% of their payment back.

ADULT CHAPERONES – One adult chaperone (minimum age 21) is required per space for every group and must remain with the group at all times. The chaperone(s) assume total responsibility for the group and the facility.

GAMES & GYM EQUIPMENT USAGE- If your rental group is interested in using any of our facility games (ie. Carpet ball, poly pong, board games) or gym equipment (ie. Basketballs, soccer balls, kick balls), please inquire about usage and items will be placed in rental area for use.

STAFFING- If your group cannot provide insurance for the duration of your rental, a staff is required to be on site during the rental period. If a staff member is needed to be on site for your group, an additional charge of \$15 per hour will be applied to your total bill.

FOOD – Food should be prepared before delivery to the Boys & Girls Club. It is the responsibility of the individual to keep food warm/cold. Food can be served in designated areas only. Please inquire about special circumstances.

ALCOHOLIC BEVERAGES – Alcoholic beverages are not permitted in Boys & Girls Club facilities.

DECORATIONS – Decorations are allowed as long as they do not cause damage to Club property. If putting decorations on the wall, masking tape must be used as to not peel off paint or damage the walls. All decorations must be removed and disposed of at the end of the rental.

CLEAN UP – Rental groups are responsible for removal of all decorations and trash. The facility must be left in the same condition as found. Please return Club property to its original position prior to exiting the building. Vacuums, brooms and cleaning supplies will be placed in rented areas for use.

Damages – All damages to the building or Club property will be the responsibility of the rental group to replace.

SET UP – Set up of interior furnishings is the responsibility of the rental group. It is recommended that the renting individual visit the Club prior to the rental date to ensure that the accommodations are acceptable. Please inquire if special set-up accommodations are needed.

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*I, _____, hereby agree to fulfill this contract to the best of my ability. I fully realize and recognize the contents of this contract and that failure on my part of any of the provisions outlined in this contract will result in whatever action the Boys & Girls Club may deem necessary.

Individual Renting Space – Signature

Date

Boys & Girls Club Representative – Signature

Date

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