

BTCCGL RENTAL POLICY

We welcome you to use our BTCCGL facility. Due to contractual obligations and safety concerns for our users, there are some rules and restrictions. Please read these rules carefully. You will be expected to follow all rules during your use of BTCCGL facility. Please make note and inform your guests or members that BTCCGL is not an ADA compliant facility.

- **Rental Rates:**

Room Request (20% discount for life members. 10% discount for annual members)

Main Hall (\$175 for up to 6 hours). Available to rent by Non-Members of BTCCGL.

The upstairs rooms are available for members **\$50 (Weekday), \$65 (Weekend) up to 6 hours.**
Or **\$25 for first hour, \$10/hr after**

Room 23, Upstairs Middle Room

Room 24, Upstairs Stadium Room

- **Eligible Activities:** BTCCGL may be used for civic, recreational, educational, religious and social activities. No sales of articles, privileges, or services are permitted without prior approval. All activities must be properly supervised and operated. When groups' members are under 18 years of age, at least one adult supervisor for each 15 participants under 18 is required.
- **Application:** You must fill out, sign and return a reservation application. All information must be complete and arrangement for payment must be indicated. Facility reservations are not confirmed until an official BTCCGL communication is received regarding reservation confirmation. Set-up and clean-up time should be included in your reservation. We accept the original application delivered to BTCCGL prior to your event, we can accept emailed copies of the signed rental forms.
- **Equipment and Materials:** Any electrical equipment to be used must be listed on the application. Electrical equipment must be U.L. listed and in good condition. All trash and waste should be carried out by the renter to the dumpster outside.
- **Liability:** The renting organization or renter shall be liable for claims, damages or losses arising from the use of the facilities and each member of the renting organization or the guest's of the renter shall release and hold harmless BTCCGL from such claims, damages or losses. In the event the renting organization's activities involve non-members or the event is open to the public, the user organization shall provide proof of liability insurance at time of reservation in an amount of not less than \$500,000 per person and \$1,000,000 per occurrence. An event is considered "open to the public" if members of the general public are allowed to attend, i.e., attendance is not restricted to specific invitees and guests. An event is also considered "open to the public" if it is promoted via television, radio, newspaper, Internet websites, flyers, etc.
- **Use of Facilities:** The following rules apply to all uses of BTCCGL:
 1. You and your group will be responsible for setting up and taking down any chairs or tables.
 2. You and your group must clean up the facilities and leave them in the same condition you found them.
 3. No alcoholic beverages are allowed at BTCCGL.
 4. No smoking is allowed on BTCCGL property.

5. Only Vegetarian Food (no meat, poultry or fish) is allowed in the facility.
 6. You may only use the designated portion of BTCCGL at the specified hours. Reservations are not assignable. The person making the application must be present for the activity.
 7. The kitchen is available for use during the rental period. If you would like to use the kitchen during your event to refrigerate food, reheat food, make coffee or wash dishes, please include the kitchen where indicated on the rental form (i.e., Room + kitchen). BTCCGL's kitchen is not certified by the Health Department for the preparation of food, so no food preparation is allowed. You can refrigerate and/or reheat previously prepared food only. The kitchen as well as the entire BTCCGL property has a non-smoking, no alcohol, vegetarian only food policy.
 8. You are allowed to rearrange furniture in the room or set-up additional tables and chairs if needed, however, the room must be left in the same condition in which you found it. Decorating is allowed, although adhesives (tape, glue, etc.) are not to be used on walls or any painted surface. We recommend that you use poster putty to attach decorations. Please be aware that you are responsible to pay for any damage to the facility and/or maintenance services required due to your or your guest's actions after you leave.
- **BTCCGL Closure:** If BTCCGL is closed due to a mandated official emergency, all activities will be cancelled. If the program or activity cannot be rescheduled, your payment will be returned.
 - **Cancellation and Payment:**
 1. If you find it necessary to cancel your reservation, we ask that you do so at least 5 days in advance so we can make the room available to others. If you do not cancel your reservation in advance, your payment will not be refunded because the room will be held for you and unavailable for other events.
 2. The payment for a room reservation must be made in accordance to the rental confirmation email. We accept Paypal, cash and checks made payable to BTCCGL. Your payment will be processed and if you provide us with your e-mail address, we will send you a copy of the receipt.
 - **Rules Violation:** If an activity violates any rules or is not adequately supervised, it may be suspended immediately and/or the group may lose the privilege of future use of BTCCGL.