



# BROOKLINE TEEN OUTREACH

## Rental Contract

### 1. OBLIGATIONS OF RENTERS

The Brookline Teen Outreach Center is an all-volunteer cooperative that has no paid staff.

By renting BTOC and in consideration for the same, you agree to be legally responsible for the safety of everyone in the BTOC building during your rental period. You further agree to indemnify BTOC for any and all cost, including legal fees and judgments, that BTOC incurs if anyone is injured or otherwise harmed while at BTOC during your rental period.

Before you rent BTOC, you are required to visit BTOC and to become familiar with the space and the items contained in it. If you have questions about the space or its contents, please contact BTOC before your rental period.

### II. GENERAL RENTAL INFORMATION

The Brookline Teen Outreach Center (BTOC), located at 520 Brookline Boulevard, Pittsburgh, PA 15226, is available for rental to individuals as well as other non-profit organizations. All activities hosted in the BTOC must be child-friendly and appropriate. The Board reserves the right to decline to rent to individuals or organizations which intend to use the space for activities which, in the BTOC's sole discretion, are deemed to conflict with our mission.

The general rental availability is as follows:

- Mondays, Tuesdays, Wednesdays, Thursdays and Fridays between 3:30 PM and 9 PM
- Saturdays and Sundays between 12 PM and 8 PM

The BTOC is available on a first-come first-served basis and may be reserved by emailing the current Party Coordinator ([info@brooklineteenoutreach.org](mailto:info@brooklineteenoutreach.org)). This person's name, email address, and phone number are listed in the BTOC newsletter, on the website ([www.brooklineteenoutreach.org](http://www.brooklineteenoutreach.org)) on the bulletin board at the BTOC, and can also be obtained by asking any Volunteer on Duty (VOD).

The space may be reserved up to 3 months in advance.

Persons considering rental of the BTOC are required to visit prior to renting to assure that the space is large enough to accommodate the number of expected guests and to become familiar with the space and its potential hazards. **Our occupancy limit is 180 people.**

There are tables and chairs available. If used, these must be cleaned. Tables and chairs may be moved around the space, but must be returned to their original location prior to vacating the space.

Persons renting BTOC may bring in decorations as long as they are taken down and removed from BTOC at the end of the event. No thumbtacks are permitted. The use of tape, tacks, ribbon, or staples in a manner which disfigures walls, paint, or furnishings may result in forfeiture of the rental deposit. If the facility is not left in a clean condition, this may result in forfeiture of the rental deposit.

Magicians, clowns, other characters or vendors may come to any party to entertain the guests.

### III. RENTAL RULES AND GUIDELINES

*Failure to comply with these rules and guidelines could result in the forfeiture of all or part of your rental deposit, at the discretion of the Brookline Teen Outreach Center.*

- The person renting BTOC is legally responsible for everyone who uses the facility during the rental period and is responsible for maintaining appropriate conduct of guests.
- Rental gives you access to only the areas covered in this contract. All other spaces are off limits to you and your guests.
- All food must be removed from the BTOC when the party is over. Please make sure to double-check the refrigerator and freezer.
- Alcohol is not permitted unless you have received express consent from a Brookline Teen Outreach representative.
- Smoking is NOT prohibited indoors, NOR within 15ft of the exterior of the building on any side.
- No pets.
- The floors must be swept. Brooms will be made available.
- All tables should be wiped clean, and spills should be mopped.
- All garbage must be taken to the outside of the rear entrance.
- All toys and games must be picked up and placed back on their appropriate shelves.

### IV. RENTAL FEES

All rentals require a deposit. The deposit is \$50 non-profit organizations and individuals. Checks only: no cash, money orders or credit cards can be accepted for a deposit. To retain a reservation, the deposit fee must be received within seven days of making the reservation. The deposit fee will be retained by the BTOC for party cancellations made less than one month prior to rental date.

Significant damage that appears to be caused by carelessness or lack of supervision may be required to be reimbursed. Any renter that may be subjected to losing some or all of the deposit check will receive a telephone call or email from the Party Coordinator in advance of any withholding. This contact will be followed up with a letter detailing the damages and specific costs.

Deposits are returned as long as the following provisions have been met: party fees have been paid in full, the completed Release of Responsibility form has been returned within 3 days of the event (preferably the day of the event), all rules and guidelines above were upheld, the facility was properly cleaned and free from damage, or damage has been paid in full.

Deposit checks can either be destroyed (renter will be notified as such) or sent back to the renter if a self-addressed, stamped envelope is provided and left at the front desk with the Release of Responsibility form.

**Rental fees must be paid more than fourteen days prior to rental date to retain rental date.**

Rental fees are as follows:

- Rental by an individual BTOC is \$75 for the first hour and \$50 for each additional hour, plus a separate \$50 deposit.
- One-time rental by non-profit organizations is \$50 for the first hour and \$40 for each additional hour, plus a separate \$50 deposit.
- Use of the kitchen is an additional \$100, and kitchen must be cleaned after use. White table linens are available for rent for \$25. Linens MUST NOT leave the premises.

Cancellations of any scheduled date must be made to the Party Coordinator at least one month in advance of the rental date or the deposit is forfeited.

I, \_\_\_\_\_  
have read and understand the terms of my rental contract. By signing this document, I agree to the terms it contains. By renting the Brookline Teen Outreach Center (BTOC) and in consideration for the same, I agree to be legally responsible for the safety of everyone in the BTOC during my rental period. I further agree to indemnify the BTOC for any and all costs, including legal fees and judgments, the BTOC incurs if anyone is injured or otherwise harmed while at the BTOC during my rental period.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name:

Address:

Phone #:

Email:

Party Date:

Arrival time:

Event start time:

Event end time:

Departure time:

Space being rented:

Number of tables needed:

Number of chairs needed:

Special instructions for setup:

Linens for \$25 fee: Yes  No

Kitchen use \$100 fee: Yes  No

**Total rental fee amount:**

Breakdown for room:

\$50 Refundable deposit

\$75 First hour

\$50 Each Additional Hour

Kitchen use: \$100

Linens: \$25

Notes:

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FOR OFFICE USE ONLY

Deposit paid: \_\_\_\_\_ Date: \_\_\_\_\_ Check #: \_\_\_\_\_

Rental fee paid: \_\_\_\_\_ Date: \_\_\_\_\_ Check #: \_\_\_\_\_ Cash: \_\_\_\_\_ Card: \_\_\_\_\_