



**BOYS & GIRLS CLUB
OF GREATER WESTFIELD, INC.**
Phone (413) 562-2301 – Fax (413) 568-3527
www.bgcwestfield.org

BUILDING USE REQUEST FORM

NAME OF PARTY/ORGANIZATION _____

TYPE OF EVENT _____

DATE OF EVENT _____ TIME START* _____ TIME FINISH _____

*Building will be open for set up 10 minutes prior IF POOL PARTY – Swim Time _____ to _____

AREAS TO BE USED _____

If pool party, bathing suits must be worn. If Lacrosse, Baseball or Softball practice, SOFT CORE balls must be used. **PLEASE SEE ROOM RENTAL GUIDELINES.**

EQUIPMENT NEEDED:

AGREED COST OF EVENT \$ _____

APPROXIMATELY HOW MANY PEOPLE WILL BE ATTENDING _____

CONTACT PERSON _____ TEL# _____

ADDRESS _____ CITY _____

EMAIL _____ CELL # _____

UPON APPROVAL, DEPOSIT OF AT LEAST 50% REQUIRED TO SECURE DATE. PAYMENT IN FULL REQUIRED ON DAY OF EVENT.

• **SIGNATURE OF PERSON RESPONSIBLE FOR EVENT AND ANY DAMAGES WHICH MAY BE INCURRED.** _____ Date _____

I HAVE RECEIVED ROOM RENTAL INSTRUCTIONS _____
Signature

For Office Use Only

CERTIFICATE OF INSURANCE REQUIRED? YES NO

STAFF PERSON _____ LIFEGUARD _____

APPROVED _____ DATE _____
Lerryn Godden

Total Cost _____ Date _____

Deposit _____ Date _____

Balance Due _____