



USAGE POLICY AND GUIDELINES

Any violation of the following policies and guidelines will result in the forfeiture of the renter's damage deposit and or additional fees. No keys are given to renters, a building attendant will be onsite for the duration of the rental.

SEATING CAPACITY:

With Tables/Chairs: 120
 Chairs Only: 200

We have 1,850 square feet of indoor rentable area. Tables and chairs are available for use by the renter at no additional cost. *Twelve (12) round and eight (8) rectangular tables and 96 chairs are available for use inside the facility only, if you require furniture for the patio or other outdoor areas you will need to bring your own or rent it elsewhere.*

HOURS/PHYSICAL ADDRESS:

The Bootheel Clubhouse, located at 1218 North Ingram Road, is available for rent: 8:00 a.m. to Midnight daily.
***Event must be concluded to allow ample time for clean-up and vacating the premises by the scheduled time listed on your rental agreement or your damage deposit will be assessed.**

FEES:

Individuals seeking to reserve the building must be at least 21 years of age with a valid ID. A \$200 Damage Deposit must be paid to secure a reservation date. All other fees must be paid within thirty (30) days of a scheduled event.

FEE SCHEDULE		
Damage Deposit Fee	\$200	<i>Must be paid to secure reservation date</i>
Minimum Rental Fee	\$250	<i>Up to 4-hours</i>
Full Day Rental Fee	\$450	<i>12 hours</i>
Add Additional Hours <i>(optional)</i>	\$25 <i>per hour</i>	<i>Additional hours scheduled in advance of rental</i>
Rental Overage Fee	\$50 <i>per hour</i>	<i>Fee assessed for non-scheduled overage time</i>
Full Clean Fee <i>(optional)</i>	\$225	<i>Staff assumes listed renter's clean-up responsibilities</i>
Holiday Rental Fee	\$50	<i>Paid in advance of rental (ONLY allowed if attendant accepts the date.)</i>

*Individuals or organizations wishing to rent the building charging for entry to stage a for-profit event must first seek approval to use the building, if rental is approved you will be charged a rental fee of \$600 with a \$600 refundable clean-up/damage deposit for the 4-hour rental period with an overage fee of \$100 per hour for each hour over the scheduled rental period.

RENTER'S RESPONSIBILITIES:

A damage deposit of \$200 must be posted to secure a reservation date. This amount will be refunded with all cancellations made at least thirty (30) days prior to the reservation date. The deposit is forfeited for any cancellations made less than thirty (30) days prior to the reservation date. All fees must be paid within thirty (30) days of the event date. Renters are responsible for sweeping/dust mopping floors, wiping down the counters, tables and chairs and *properly* putting away the tables/chairs on their carts in designated closet areas. Cleaning supplies will be provided at the facility. ALL items must be removed and taken home or properly disposed of in the trash dumpster provided outside on the south end of our facility. This includes all trash, décor or cigarette butts on our patio and surrounding areas. If any area is left with décor, other trash, or requires any EXTRA cleaning time to assume any of these renter's cleanup responsibilities will result in your damage deposit being assessed for the extra cleaning time required. You can choose to pay an additional cleaning staff fee of \$225 for staff assuming all regular renter cleanup responsibilities, this does not mean you can leave the facility excessively dirty, use glitter or confetti etc.

RENTER'S LIABILITY:

Renters are liable for *ALL damages* to the facility. Any damages exceeding the \$200 damage deposit paid by the renter, *the renter must reimburse BMU in full for those damages within 10 days of being billed.* In failing to do so, the renter is subject to arrest on charges of destruction of public property and will incur the cost of damages plus a fine.

Event liability insurance is available through many insurance companies as a rider on an individual's homeowner's insurance for a nominal cost. BMU strongly recommends renters of this facility to investigate acquiring such coverage for their events.

BMU is not responsible for any actions of the renter or the events guests, any loss or damage to personal property, or any injury that may occur at the Bootheel Clubhouse facility. All responsibility lies with the renter signing this agreement.

BMU reserves the right to make any necessary repairs affecting the structure, landscape, or safety of our facility. These repairs could be made prior to or within a rental period if deemed necessary for patron safety and may or may not affect the appearance of our venue.

NO SMOKING POLICY:

Smoking/vaping is prohibited in the building. If the renter allows smoking/vaping in our building during the rental, the \$200 damage deposit will be assessed.

ALCOHOL POLICY:

Alcoholic beverages will be permitted on the premises. For any function involving the *sale* of alcohol (cash bar), a liquor license will be required, and the renter must contact the City Treasurer at 471-2560 to ensure compliance with all state and local laws and ordinances. The individual who signs this agreement is the responsible party and must remain until the closing of the event and is liable for losses, damages, and all actions of their guests.

DECORATING & CLEANUP:

Renters must use free-standing decor items only. **DO NOT ATTACH** decorations in any way to the walls, floors, ceilings, or furniture. **NO BURNING CANDLES** unless they are used in water-filled containers for centerpieces. **DO NOT USE** glitter or confetti. No person, renter or event attendee, shall deface the building in any way.

All tables and chairs provided in the building are for **INDOOR USE ONLY.**

Activities and cleanup must be concluded by the time listed in your rental agreement; cleaning personnel will be scheduled to arrive following your event.

If you bring it into the building, take it with you when you leave. ALL trash, decorations, food, and other items must be removed and properly placed in the trash dumpster outside the building.

Stack chairs in groups of 6 and dolly them to the chair closet, load the tables **tops facing each other** onto table carts and return to the designated closet. **You will be charged a fee for any extra time it takes staff to rearrange the tables/chairs.**

You are responsible for wiping down all tables, chairs, countertops, sink, and appliances used during your rental.

Sweep or dust mop the floors of the area(s) used for your event. Dust mops or brooms will be made available for your use.

Patio Area: All trash, cigarette butts or party decor on the patio area is to be swept up and put in the trash dumpster as well. **If this area is left with cigarette butts, decor, or other trash that cleaning staff must attend to, you will incur charges for the extra cleaning time required.**

PLEASE TYPE OR PRINT CLEARLY

CONTACT INFORMATION		
Renter's Name	Phone Number	Type of Event
Renter's Mailing Address		Renter's E-mail Address
Alternative Contact Name (optional)	Alternative Phone Number	Alternative Contact Relationship to Renter

RESERVATION DETAILS				
DAY OF WEEK	DATE	START TIME	END TIME	DAILY # OF HOURS
		<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	
		<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	
		<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	
		<input type="checkbox"/> AM <input type="checkbox"/> PM	<input type="checkbox"/> AM <input type="checkbox"/> PM	
OPTIONAL FULL CLEAN FEE PURCHASED (\$225)		<input type="checkbox"/> YES <input type="checkbox"/> NO	TOTAL # OF HOURS	

ADDITIONAL NOTES:

A damage deposit in the amount of \$200 is required at the time of reservation. All additional fees are due within 30 days of the reservation date. If any person or organization cancels less than 30 days prior to the reservation date, they will forfeit their initial deposit. If a cancellation is made more than 30 days in advance, renters will be refunded the entire amount paid.

By signing this agreement, I acknowledge that I have read all the rules, cleaning responsibilities and fees pertaining to renting this community building. I understand that all rules must be followed during the entire rental period. As the individual who signs this agreement, I am the responsible party and must remain until the closing of the event. We reserve the right through our onsite representatives to eject any person or persons from the building who is in violation of the policies listed, municipal ordinances, or any state and federal laws, and to terminate the event without a refund. BMU and our representatives are not responsible for injury, any lost, stolen, or damaged items or for any actions of event attendees at our facility or after leaving the event. As the renter I assume all responsibility for injury, lost or stolen items and/or damages to the facility as well as any actions of the event guests during the rental period or after leaving the event.

SIGNATURE OF RENTER/RESPONSIBLE PARTY	PRINTED NAME	DATE

DECORATING & CLEANUP RESPONSIBILITIES

* RENTER'S REMINDER HANDOUT *

- **DO NOT ATTACH ANYTHING TO ANY WALLS, DOORS, WINDOWS, OR TRIM at the facility. (NO COMMAND HOOKS, as they have damaged the walls in the past.)** If any décor is attached to these surfaces, you will lose your \$200 damage deposit and if any damage occurs you are responsible to pay for any sheet rock and painting repair costs within 10 days of being billed.
- **NO BURNING CANDLES** unless they are used in water-filled containers for centerpieces.
- **No glitter or confetti.** If our cleaning staff spends extra time getting glitter off the walls, floor, and trim you will be charged extra cleaning fees.
- All tables and chairs provided at the building are for **INDOOR USE ONLY.**
- **NO smoking/vaping** inside the building.
- No garbage disposal, put all food from dishes and serve ware in the trash cans provided. All trash must be taken to the large dumpster outside.
- **Activities and cleanup must be concluded by the time listed in your contract;** cleaning personnel will be scheduled to arrive following your event.
- **If you bring it into the building, take it with you when you leave.** ALL trash, decorations, food, and other items must be removed and properly placed in the trash dumpster outside the building.
- **Stack chairs in groups of 6** and dolly them to the chair closet, load the tables ***tops facing each other*** onto table carts and return to the designated closet. **You will be charged a fee for any extra time it takes staff to rearrange the tables.**
- You are responsible for wiping down all tables, chairs, countertops, sink, and appliances used during your event. Again, all food waste should be scraped into trash cans not the sink.
- Sweep or dust mop the floors of the area(s) used for your event. This includes the main room, bathrooms and/or kitchen. Dust mops or brooms will be made available for your use.
- **Patio Area:** All trash, cigarette butts or party decor on the patio area is to be swept up and put in the trash dumpster as well. **If this area is left with cigarette butts, decor, or other trash that our cleaning staff must attend to, you will incur charges for the extra cleaning time.**

We are happy to make our facility available for your event. Your help in keeping it clean and attractive is greatly appreciated. THANK YOU! If you have any additional questions, please contact DeAnna at 573-475-3212 or deanna@sbmu.net.