



**Attachment A  
Reservation Agreement**

**1. CONTACT INFORMATION**

Name of Client/Organization: \_\_\_\_\_

Address of Client/Organization: \_\_\_\_\_  
\_\_\_\_\_

Person Responsible: \_\_\_\_\_

Title: \_\_\_\_\_

Phone # Work: \_\_\_\_\_

Phone # cell: \_\_\_\_\_

Email: \_\_\_\_\_

**2. EVENT INFORMATION**

Type of Event: \_\_\_\_\_

Active Use Area(s) Requested: YAA Back Room

Maximum Program/Event Attendance: 25\_\_\_\_\_

Date(s) and Times of Event(s): (includes set-up & cleanup time)

Date: Set up: Space Use: Tear Down:
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**3. RENTAL RATES AND FEES**

Rate 1: YAA Back Room-\$50/hr.

**4. DEPOSITS AND PAYMENT SCHEDULES**

Total Estimated Fees for YAA Back Room: \$

Total Deposit Due: **(50% of Total)**

Due By: **1 month Prior to Reservation**

Total Remaining Balance:

Due by: **Day of Reservation**

Other Fees Due: Additional Room Rental fees will apply beyond what is listed on this agreement.



## **5. PAYMENT OF FEES**

All checks should be made payable to: Boys and Girls Clubs of San Dieguito  
ATTN: YAA  
3800-A Mykonos Lane  
San Diego, CA 92130

## **6. SPECIFIC RESERVATION AGREEMENTS)**

### **Practice Room Use and Access**

Use of any rooms in the YAA facility other than the back room is strictly prohibited unless agreed upon previously.

### **Set Up**

Set up and tear down of chairs, music stands and any other equipment is the responsibility of the client.

### **Clean Up**

Client must take note of the room set up upon arrival and return it to the original state at the end of each rehearsal. Client will be responsible for cleaning room(s) after each use and will ensure all trash will be removed and placed in the trash cans. Closing procedures may be required for rentals occurring after 6pm.

### **Other:**

1. In case of the fire alarm being activated, all guests must exit the building and may not return until BGCSDTO personnel determines that it is safe.
2. Smoking is not allowed inside or anywhere on BGSDTO property.
3. Outside areas surrounding the facility are not to be used for any reason unless otherwise stated.
4. Client is responsible for keeping the attendance to what is stated in the agreement. Failure to do so may result in termination of the program/event.
5. No alcohol will be served at any time.
6. No program/event security required.
7. SDCC is responsible for supervision and safety of all youth participants.

### **BGCSDTO Contact Person**

Youth Arts Academy Programs Manager

Amanda Buzzell

[abuzzell@bgcsandieguito.org](mailto:abuzzell@bgcsandieguito.org)

Office: 858-720-2194

After Hours Cell: 858-224-3675

### **Authorization**

The person(s) signing the Agreement on behalf of the Client warrants that they are authorized to make agreements and to bind their principals to this Agreement.



**Acceptance**

Upon signing of this Reservation Agreement and the Facility Use Agreement, a fully executed agreement will be in force.

I/we have read the above and accept the above terms therein:

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Client Signature	Printed Name	Date
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BGCSDTO Signature	Printed Name	Date
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### **Closing Procedures Checklist:**

- Return the room the way it was found upon arrival
- Restack all chairs used during rehearsal and place chairs along the wall (no more than 7 chairs in a stack, please)
- Ensure all areas used are generally clear and free of trash and debris
- Make sure all participants take personal belongings with them
- Perform a walk-through of all areas used (including bathrooms) to make sure no participants are left upstairs
- Close doors to the YAA Back Room, Practice room, and front entrance
- Inform the night watch staff when finished.
- Make sure that all participants have exited the building. Participants may not wait for parent pickup inside the building (if applicable). Personnel of reserving party shall remain onsite until any minor participants are picked up by a parent or guardian.