



USAGE POLICY AND GUIDELINES

BMU is pleased to be able to provide this facility for your event. Please help us take care of the building by observing the following policies and guidelines

GENERAL INFORMATION

HOURS/PHYSICAL ADDRESS:

The Bootheel Clubhouse, located at 1218 North Ingram Road, is available for rent: 8:00 a.m. to 1:00 a.m. daily.

**\*Activities must be concluded to allow ample time for clean-up and vacating the premises according to the scheduled times 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. The Damage Deposit Fee must be paid to secure your reservation date. All other fees must be paid within thirty (30) days of a scheduled event.

Up to 4 hours	\$250 rent
Full day (12 hours)	\$450 rent

*\*You may ADD additional hours to the above times for \$25 per hour when scheduled/paid in advance.*

*\*Holiday rentals will be allowed ONLY if an attendant is available to work at the event and will have an extra \$50 charge added to the regular rental fees.*

The building will be unlocked at your scheduled rental times on contract. Remember to consider your decorating and cleanup time needed when scheduling your rental hours. If you have any questions or need any assistance, please don't hesitate to ask our staff person onsite. WiFi access is available at the facility during your rental period.

*\*An additional fee of \$50 per hour will be charged for each hour over your scheduled rental period and will be deducted from your refundable damage deposit.*

*\*\*Individuals, organizations, or businesses 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 \$625 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 your scheduled rental period.*

A damage deposit of \$200 must be posted to hold a reservation. This amount will be refunded with all cancellations made at least 30 days prior to the reservation date. The deposit is forfeited for any cancellations made less than 30 days prior to the reservation date. The balance of all remaining fees must be paid within thirty (30) days of the event date. Renters are responsible for the clean-up and removal of all items brought on the premises including decorations, food, dishes, etc. and all trash generated as a result of the renter's activity. Renters are responsible for properly putting away all tables and chairs on carts and in designated closet areas and for wiping off counters, tables and chairs and dust mop floors. Cleaning supplies will be provided at the facility. ALL trash, decorations, food, and other items must be removed and taken home or must be properly disposed of in the trash dumpster provided outside of our building. 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 the renter's cleanup responsibilities it will result in your damage deposit will be assessed for the extra cleaning time required. You can choose to pay an additional cleaning staff fee of \$200 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. For any damages exceeding the clean-up/damage deposit posted 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 look into acquiring such coverage for their events.

BMU is not responsible for loss or damage to personal property or injury that may occur at the Bootheel Clubhouse facility or the actions of events guests.

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 is prohibited in the building. If you allow smoking in our building during your rental, your cleaning/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 is 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 the contract 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.

#### DECORATIONS:

Renters using decorations must use table centerpieces and free-standing items. **DO NOT** tape, staple, tack or in any way attach decorations to the floors, walls, ceilings, or furniture. **NO BURNING CANDLES ARE ALLOWED** unless they are floating candles or regular candles in water-filled containers for centerpieces. No person shall deface the building.

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 above, municipal ordinances, and/or state and federal laws, and to terminate their event without a refund. We are not responsible for injury or for any lost, stolen, or damaged items or for any actions of any event attendees at our facility. The renter assumes ALL responsibility for injury, lost or stolen items and/or damages at the facility as well as any actions of the event guests during the rental period.

PLEASE PRINT CLEARLY

CONTACT NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

RENTAL DATES/TIMES:	DAY OF WEEK	MO/DAY/YEAR	START:	END:	HRS
			AM/PM	AM/PM	
			AM/PM	AM/PM	
			AM/PM	AM/PM	

\$250 <b>OR</b> \$450 BASE RENT		\$		ENTER 4 HOUR RENTAL OR 12 HOUR RENTAL CHARGE		
DAMAGE DEPOSIT	+	\$		\$200 DAMAGE DEPOSIT DUE IMMEDIATELY TO SECURE RESERVATION		
[ ] ADDITIONAL HOURS	+	\$		ADD ADDITIONAL HOURS \$25 PER HOUR ADDED (OPTIONAL)		
\$200 FULL CLEAN FEE	+	\$		ADD \$200 FULL CLEAN FEE (OPTIONAL)		
TOTAL	=	\$		PAYMENTS CAN BE MADE AT SIKESTON BMU, 107 E MALONE AVE		
PAYMENTS		INV/REFERENCE	\$	DATE PAID	REMAINING BALANCE	STAFF
CHECK #   CASH   CC						
CHECK #   CASH   CC						
CHECK #   CASH   CC						
CHECK #   CASH   CC						
CHECK #   CASH   CC						
CHECK #   CASH   CC						

**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 their entire monies paid.

**By signing this agreement, I acknowledge that I have received and read all of the rules and fees pertaining to renting this community building. I understand that all rules must be followed at all times during the rental period.** The individual who signs the contract is the responsible party and must remain until the closing of the event and is liable for losses, damages, and actions of their guests.

RENTER'S SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

RENTER'S CLEANUP RESPONSIBILITIES

1. Reminder: Activities must be concluded to allow ample time for clean-up and **vacating the premises according to the scheduled times listed in your rental contract** or your damage deposit will be assessed.
2. Flameless, floating candles in a water filled arrangement only **no other burning candles are permitted**. All furniture provided with the building is for **indoor use only**. **No smoking is permitted in the building**. **All food scraps need to go in the trash not in the sink**, if you scrape food into the sink and it has to be cleaned out you will be charged for extra cleaning time and/or the plumber.
3. **If you bring it into the building, take it with you when you leave or put it out with the trash!** ALL trash, decorations, food, and other items must be removed and taken home or properly placed in the trash dumpster available outside the building. Tables and chairs must be cleaned and building free of all items not furnished at the time of rental. We have plenty of trash receptacles and trash bags to assist with this part of clean-up. **There is a dumpster outside for you to dispose of your full trash bags.**
4. Wipe off all tables, chairs and counter tops used for your event. We have rags and spray cleaner available for this part of the clean-up as needed. Stack chairs in groups of 6 and store them back in the designated chair closet, load the tables tops facing each other back on the table cart and into the table closet. **You will incur charges that will be taken from your damage deposit if tables and chairs are not properly stored.**
5. If you use the kitchen, you are responsible for clean-up of all tables, counter tops, sinks, and appliances used in these areas. Again, cleaning supplies will be available for your use.
6. Dust mop/sweep the floors of the area(s) used for your event. This includes the main room and/or kitchen. Dust mops or brooms will be made available for your use. **If your decorations include confetti/glitter be sure you remove it all, if our cleaning staff spends extra time cleaning confetti/glitter off the walls, floor and trim this EXTRA cleaning time required will result in your damage deposit will be assessed to pay for the extra cleaning time required.**
7. If you have a spill during your event that needs immediate attention, please ask our staff person on site for mops or supplies needed.
8. 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 has to attend to you will incur charges for the extra cleaning time that will be taken from your damage deposit.**

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@sbm.net](mailto:deanna@sbm.net).