



Dear Renter,

One of the many services that our YMCA offers, is the use of our facility for your parties, meetings, and other occasions. We are excited that you have chosen to host your event with us, and our goal is to make sure you have a memorable experience!

Before your event, we ask that all fees are paid in **full** and the Facility Usage Agreement has been signed and turned into the Welcome Center.

Upon arrival, you will stop by the Welcome Center and the Building Supervisor will show you to the designated area for your party. They will also show you where your guests can park and enter the building, as well as go over the expectations for your party. Please follow the rules for the pool and if you have any questions, the lifeguard will be happy to answer them! You are more than welcome to move around the tables and chairs however you need, we just ask for you to return the room how you found it when the party is concluded. You may also bring your own food and drinks, but no RED drinks are permitted.

At the end of your party, please go through the cleaning checklist attached to this packet and the building supervisor will be in to do a walk through to ensure there are no damages.

We look forward to helping you host a successful and fun event! If you have any questions or additional comments, please feel free to contact us!

Sincerely,

Paige Stokes, Building Rental Coordinator



Building/ Room Rental Form

Name:

Party Date:

Phone Number:

Number of Guests:

Email:

If the Room Rental is \$100 or more, a \$50 deposit (comes out of the total) is required to reserve your spot in the room.

If the Room Rental is less than \$100, a \$25 deposit (comes out of the total) is required to reserve your spot in the room.

*Parties are based on availability and must be booked 2 weeks in advance!

| Member | Non-member |
|---------------------------------|---------------------------------|
| 15 people or less: \$65 | 15 people or less: \$100 |
| 16 - 40 people: \$110 | 16 - 40 people: \$150 |
| Room Only For Three Hours: \$40 | Room Only For Three Hours: \$70 |

| | | |
|--------------------------------|---|---|
| Are you swimming? YES NO | Number of Swimmers: Average age of swimmers: | Swim: 1st hour of party 2nd hour of party |
|--------------------------------|---|---|

TOTAL TIME RENTAL INCLUDES 30-MINUTE SETUP, 30- MINUTE AFTER TO CLEAN UP AND ONE HOUR IN THE POOL.

| Friday | Saturday | Sunday |
|---------------|----------------|---------------|
| 6:00- 9:00 PM | 12:00- 3:00 PM | 1:00- 4:00 PM |
| ☺ | 4:00- 7:00 PM | 4:30- 7:30 PM |



Facility Usage Agreement Form

A deposit on the Building/ Room Rental Pre- Authorization Form is due with the agreement in order to reserve the room. The deposit will be considered part of the total fee except in the case of cancellation (less than 14 days prior) which results in the loss of the deposit. The balance due is to be paid at the arrival unless other arrangements have been made with the director prior to the party.

I understand that if my party is using the pool or gym, I will make sure my guests are walking to the designated area so there are not any accidents.

I understand that the pool is shared among members, so we must use the family swim area for our party.

I understand if my party is using the pool, we will dry off completely in the locker rooms and leave fully clothed with shoes.

If the party goes to the gym or the pool there needs to be an adult present to make sure rules are being followed.

If any child needs assistance while swimming there needs to be an adult in the water. Also remember that the lifeguard is there for your safety, please listen and follow directions.

I have read the Policies, Agreements and rates schedules to my group. My signature indicates my group's commitment to comply with said policy.

I have read the application for use of facilities and the YMCA use of facilities policy and agree to their standards and requirements. I also understand that the YMCA will not be held responsible for any accident or injury occurring to any members of the group while using the facilities. Furthermore, the YMCA assumes no liability or responsibility for property brought onto, inot or stores at the YMCA facility. I also understand that I may be required to furnish proof of liability insurance and to name the YMCA as additional insured.

Adult Leader (please print): _____ Date: _____

Adult Leader (Signature): _____ Date: _____

Approved by: _____ Date: _____

Facility Usage Cleaning Checklist

Before event:

The building supervisor and patron will walk through the space to confirm that everything is in order and everything is accessible and in good condition

-Is the area in a suitable condition? **YES** _____ **NO** _____

-Any pre-existing damages? (please explain):

Signatures (Adult leader): _____

Building Supervisor: _____

After Event:

At the conclusion of the event, the Building Supervisor on duty will inspect the rented space to confirm that everything has been returned to its original spot. If there are significant damages, the renter will be invoiced for the cost of those damages. The renter has two weeks after the date of the rental to pay the damages in full. If no payment is made within two weeks, members facility usage will be affected, and non-members will not be considered for memberships or permitted to use the facilities in any capacity.

Please use this checklist to help with cleaning up!

Stack chairs _____

Wipe down tables _____

Arrange tables to original position _____

Sweep floor _____

Mop if necessary _____

Bag and Tie all trash _____

Take trash to welcome center _____

Address: _____ City/Zip: _____

Phone Number: _____ Email: _____

Sign (Adult leader): _____ Building Supervisor: _____