

Champaign Family YMCA

Building Rental



One of the many services that our YCMA 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, all fees must be paid in FULL, and the Facility Usage Agreement signed and turned into the Welcome Center. The total rental time includes a 3 hour party, allowing for 30 minutes to set up and 30 minutes to clean up.

Upon arrival, you will stop by the Welcome Center and the Building Supervisor will show you the designated area for your party. Kids must be accompanied by an adult at all times, to ensure a safe party. We ask the renter to ensure all rules are followed.

You are more than welcome to move around the tables and chairs however you need, we just ask the room to be returned to how you found it when the party is concluded. Please note that the weights and workout equipment is not permitted to be used during parties. You may bring your own food and drinks. At the end of your party, go through the cleaning checklist attached to your packet. The building supervisor will 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, feel free to contact us.

Sincerely,

Taylor Ropp
Membership Services



Rental Form

Name:

Party Date:

Phone:

of Guests:

Email:

Address:

.....

A 50% deposit is required at the time of registration in order to reserve your rental. All deposits are non-refundable and are considered part of the total fee.

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

PRICING

Members:
\$100.00
Room Only:
\$60.00

PRICING

Non-Members:
\$200.00
Non-Member
Room Only:
\$120.00

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

SWIMMING Y OR N HOW MANY? _____

FRIDAY:
6:00P-9:00P

SATURDAY
1:30P-4:30P

SUNDAY
1:30P-4:30P

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.

I understand that if my party is using the pool or gym, I will make sure my guest are walking to the designated areas so there are not any accidents. I understand that more swimmers come than previously discussed the YMCA will not guarantee a lifeguard for all to swim at one time.

I understand if my party is using the pool, we will dry off completely in the locker room 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 groups' commitment to comply with said policy. I have read the application for use of the 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 to responsibility for property brought onto, into, or stored 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.

Renter (Print): _____ **Date:** _____

Renter (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: Y or N

Any pre- existing damages: Y or N

Explain: _____

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 involved for the cost of those damages. The renter has 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 _____

Take table down _____

Sweep floor _____

Mop if necessary _____

Take out all trash _____

Renter (Print): _____

Renter (Signature): _____

Building Supervisor: _____