



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, all fees must be paid in **full** and the Facility Usage Agreement signed and turned into the Welcome Center. Our events are hosted in 3 hour time slots, allowing for 30 minutes to set up, an hour in the pool, an hour in the room and 30 minutes to clean up.

Upon arrival, you will stop by the Welcome Center and the Building Supervisor will show you to the designated area for your party; where your guests can park and enter the building, as well as go over the expectations 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 ask the room be returned to how you found it when the party is concluded. You may bring your own food and drinks! At the end of your party, 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, feel free to contact us!

Sincerely,

Emily Quirindongo,  
Member support specialist & Building Rental Coordinator

## Building/ Room Rental Form



Name:

Party Date:

Phone Number:

Number of Guest:

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!**

Member : \$100	Non-member: \$200
Room Only For Three Hours: \$60	Room Only For Three Hours: \$120

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 pm- 9:00 pm	12:00 pm- 3:00 pm	2:00pm-5:00pm
☺	4:00 pm- 7:00 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.

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 if more swimmers come than previously discussed the YMCA will not guarantee a lifeguard for all to swim at one time.

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, 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.*

Party Renter : \_\_\_\_\_ 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?

Signatures (Party renter): \_\_\_\_\_

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 dumpster \_\_\_\_\_

Party Renter: \_\_\_\_\_

Building Supervisor: \_\_\_\_\_

