



FOR YOUTH DEVELOPMENT™  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Switzerland County YMCA Facility Party Rental Form

**DATE of Event:** \_\_\_\_\_ **TIME of the Event** \_\_\_\_\_

**Facility Party Rental Fee \$** \_\_\_\_\_

**Deposit \$50** Paid ☐ (must be paid and entered separate from any other payment) (Deposit is collected at the time of reservation and will be applied to balance rental fee. Deposit is non-refundable if rental is cancelled with less than 7 days' notice. If facility is left in unacceptable condition and/or property damage has occurred further charges may be applied.)

**TOTAL AMOUNT DUE \$** \_\_\_\_\_

(If renter is not already in computer, enter as a participant)

Contact Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_ Today's Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phones (H): \_\_\_\_\_ (W): \_\_\_\_\_ ©: \_\_\_\_\_

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

Number of Attendees: \_\_\_\_\_ Ages: \_\_\_\_\_

### Party Options:

☐ **Multi-Purpose Room ONLY:** \$75.00 minimum reserves room for 3 hours. \$25 for each additional hour.

☐ **Gymnasium ½ Court ONLY:** \$75.00 minimum reserves the gym for 3 hours. \$25 for each additional hour.

☐ **Group Swimming: Deposit and contract are due 14 days before occurrence of rental.**  
Price is based on group size that will be in the pool area not the number of swimmers.

Less than 9 people are regular day pass prices: \$7 per child and \$10 per adult.

10 – 15 group	\$40 per hour	16 – 30 group	\$75 per hour
31 – 60 group	\$100 per hour	61 + group	\$125 per hour

**RELEASE** I hereby certify that I am in normal health and capable of safe participation in this program. If I have a condition, I will show written proof of my physician's authorization to participate in this program with my knowledge of possible risk. I agree to indemnify the Switzerland County YMCA, staff, volunteers, Board of Directors, and all instructors of this program from any and all injury, which may occur during my participation and/or transportation to this program. In the event that the YMCA is unable to reach me or my emergency contact, I give permission to the YMCA to proceed with emergency treatment or transportation to and/or admission to the nearest hospital.

I give \_\_\_\_ I do not give \_\_\_\_ permission for my photo to be used in promotional literature.

I UNDERSTAND PROGRAMS ARE TO BE PAID IN FULL AND BY SIGNING BELOW AGREE TO FOLLOW THE RENTAL POLICY AS STATED IN THE ATTACHED DOCUMENT.

Renter and Legal Guardians signature \_\_\_\_\_ Date \_\_\_\_\_

## Switzerland County YMCA Rental Regulations

Thank you for choosing our facility for your rental location. The YMCA will make every effort to accommodate your group if you have any special needs we will help you to the best of our ability. Any special needs request can be best addressed if the YMCA is notified at the time of reservation. Full rental payment is due before set up or use of facility. Please read below and share with your guests.

Thank you, The Switzerland County YMCA

**Warning!!!** If anyone in the rental party fails to follow the rental agreement the whole rental group will be asked leave YMCA property, **No refunds.** The rental is not guaranteed until the contract is completed and payment is received. Please keep your group in the areas of the building they are supposed to be. You are responsible for the actions of the people in your group, not the YMCA.

The YMCA reserves the right to schedule another event up to 30 minutes prior to or following approved event. Rates are for approved times as stipulated on the reservation form. Deposit will not be refunded if party has an early arrival or late departure. The YMCA reserves the right to re-assign or cancel any request for space due to unforeseen circumstances.

**Liability** The YMCA is not to be used as a fundraiser for any event without the permission from Executive Director. The YMCA assumes NO responsibility for property brought into the YMCA building.

The YMCA does not provide food, drinks, table service and decorations. If you do choose to decorate, you'll be responsible for putting them up and taking them down.

**\*TIMELINE FOR BOOKING PARTIES:** All parties must be booked at least 72 hours in advance. Deposit is collected at the time of reservation and will be applied to balance rental fee. **Group Swimming: Deposit and contract are due 14 days before occurrence of rental.**

**\*CANCELLATION POLICY:** If you need to cancel your rental you must come in person to fill out a refund request form at least 7 days before your reservation as indicated on the rental contract. On the day of the party if a reservation needs to be changed or cancelled because of problems out of our control, (such as pool closure) a refund will be given as determined by YMCA management staff. No swimming refunds will be given if you have already been swimming for 45 minutes. Deposit is non-refundable if rental is cancelled with less than 7 days' notice or if the facility is left in unacceptable condition. If YMCA property is damaged by the renter, further charges may be applied.

### **\*RULES AND REGULATIONS:**

- a. The YMCA DOES NOT RENT TO MINORS. The person signing rental contract MUST be present during the requested rental hours.
- b. NO ALCOHOLIC BEVERAGES OR TOBACCO ARE ALLOWED ON YMCA PROPERTY
- c. Renter agrees to accept the premises in its present condition and return it in the same condition. Renter agrees to reimburse the YMCA for any damages made to premises, equipment or property. Absolutely no YMCA property is to be removed from designated areas. Only use areas according to agreement. Do use items in closets or cabinets.
- d. ONLY ATTACH decorations with painters tape. Decorating and removal of decorations must be accomplished within the time period reserved and shown on the rental agreement. All patrons must exit the building at the end of reserved time allotted and/or at the close of YMCA business hours.

**\*POOL RULES & SWIM DIAPERS: All pool rules must be followed.** Pool rental is for pool area only (No food or drink is allowed in the pool area along with helium filled balloons)

- a. There must be 1 adult to every 2 children under 4 years old, one adult to every 4 children 5-6 years old, and/or one adult for every 8 children seven and older. (If the children are under 6 years old the adults must be in the water with the children.)
- b. PATRONS ARE NOT ALLOWED OUTSIDE OF THE LOCKER ROOMS AND POOL AREA IN A WET SWIMSUIT.
- c. Before entering the pool, children will need to pass a swim test, and an adult from the party needs to be present while in the pool.
- d. Regular diapers may not be worn in the pool—swim diaper and plastic pants are required for children who aren't potty-trained.
- e. Pool area closes 15 minutes before closing of business hours.
- f. If you exceed your participant numbers in the original rental agreement, additional fees will charged to your agreement.

**\*MULTI-PURPOSE ROOM:** Renter agrees to clean multi-purpose room and kitchen (if used), tables, chairs and counters before leaving the premises.

- a. Multi-purpose room rental includes tables and chairs. (There is a refrigerator/freezer in the kitchen just off the multi-purpose room for you to put ice cream or other items that need to be chilled.)
- b. Wipe, clean & dry all tables, chairs, counters and appliances you used.
- c. Take down and put away all tables and chairs away in the proper storage carts and storage closet.
- d. Take out your garbage. Garbage bags are provided. Gather garbage from the trash cans and take out to the dumpsters located outside on the north side of the building. New, clean bags should be placed into all waste containers.
- e. Remove all food you brought in.
- f. All decorations are to be removed.
- g. All lights are to be turned off.

**\*GYM RENTAL:** Rental is only for half of the gym. (No food or drink is allowed in the gym along with helium filled balloons)

- a. Wipe, clean & dry all tables and chairs you use.
- b. Take down and put away all tables and chairs away in the proper storage carts and storage closet.
- c. NO FOOD OR DRINKS ARE ALLOWED IN THE GYM.
- d. NO HELIUM BALLOONS. All decorations are to be removed.
- e. All lights are to be turned off.

**\*MAKING CHANGES TO YOUR PARTY:** If you have changes or additions you need to make to your party-No problem! Changes must be made 72 hours in advance

**\*RENTAL TIME LIMIT:** To get the most of your party we encourage you to be prompt in beginning and ending your time. You are only allowed in at the time you indicated on your rental contract. Guests arriving early are welcome to meet and wait in the lobby. If you arrive late, you will not be given extra time on your rental.

**\*SUPERVISION:** The YMCA will provide a staff member to be available to help you during your party if you need anything. You must supervise your guests.

**\*RENTAL ETIQUETTE:** You will be responsible to leave the rental area in good condition. Any damage to the room and/or equipment will not be tolerated. The doors that lead directly outside from the YMCA building are for emergencies only and need to remain closed during parties. (We are not responsible for your personal items.)

**\*ONLY ACCESS TO RENTAL AREA:** You do not have access to the GYM, GAME ROOM, FITNESS AREA, ELEVATOR, or POOL UNLESS THESE AREAS ARE PART OF THE RENTAL AGREEMENT. All rentals will be charged \$5 for every 5 minutes past their allotted rental time.

The YMCA is not responsible for any articles left, lost or stolen on the YMCA premises. The YMCA shall not be liable for any injuries, death or property damage arising out of the use by the renter of the YMCA and the renter agrees to hold the YMCA harmless.

\* YMCA programs are available to all people regardless of age, income, race, religion, abilities, or sex.

Get Ready for the Best Birthday Party Ever!