



FOR YOUTH DEVELOPMENT™  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Switzerland County YMCA Facility Party Rental Form

### RENTAL PARTY AGREES THAT:

1. A \$50 security deposit is required with the signing of this contract. The deposit will be applied to balance rental fee. Deposit is non-refundable if rental is cancelled with less than 7 days' notice.
2. The rest of the payment amount must be paid the day of the rental event. A \$25 switch fee will apply for date changes made with less than 5 days' notice. Late fee: All rentals will be charged \$5 for every 5 minutes past their allotted rental time. If facility is left in unacceptable condition and/or property damage has occurred further charges may be applied.
3. Included in party rental: 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, within this time host family to clean and clear the party room. YMCA Rental agreement is only allowing use of room, tables, and non-cushioned chairs only. **Host family must leave all rooms used by the party cleaned and left in the condition they were found.**
4. The YMCA is not responsible to supplying any exercise equipment, stereos, entertainment, or sport equipment.
5. At least two host adults over 21 years of age shall accompany, supervise, and be responsible for the youth at all times while using the YMCA facility. Supervising adults will assist the party coach and watch over all participants. For safety, at least one host adult must be in the water with swimmers 6 yrs old or younger during swim time.
6. The YMCA is an alcohol, drug, and smoke free facility. None of the afore-mentioned items are allowed on YMCA property.
7. The Rental Party will hold the YMCA harmless and indemnified from loss, damage, liability or expenses incurred, suffered, or claimed by reason of injury, loss, or damage to any person or property.

I have read, understand and will comply with the given detailed agreement:

Contact Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address (required): \_\_\_\_\_

Signature of responsible party: \_\_\_\_\_ Date: \_\_\_\_\_

# Switzerland County YMCA Facility Party Rental Form

(Be sure to have contacted Membership Director to confirm availability)

DATE OF EVENT: \_\_\_\_\_

Total # of participants: \_\_\_\_\_ Age range of participants: \_\_\_\_\_

TIME OF EVENT: \_\_\_\_\_

## Party Options:

MULTI PURPOSE ROOM ONLY	½ GYMNASIUM ONLY	GROUP SWIMMING ONLY								
<p><b>3 HOURS MINIMUM ***circle one below***</b></p> <p style="text-align: center;"><b>3 HOURS = \$75</b></p> <p style="text-align: center;"><b>4 HOURS = \$100</b></p> <p style="text-align: center;"><b>5 HOURS = \$125</b></p> <p style="text-align: center;"><b>6 HOURS = \$150</b></p> <ul style="list-style-type: none"> <li>THE YMCA ONLY PROVIDES THE ROOM, TABLES, AND CHAIRS.</li> <li>FOOD AND DRINKS ALLOWED</li> <li>HELIUM BALLONS ALLOWED</li> </ul>	<p><b>3 HOURS MINIMUM ***circle one below***</b></p> <p style="text-align: center;"><b>3 HOURS = \$75</b></p> <p style="text-align: center;"><b>4 HOURS = \$100</b></p> <p style="text-align: center;"><b>5 HOURS = \$125</b></p> <p style="text-align: center;"><b>6 HOURS = \$150</b></p> <ul style="list-style-type: none"> <li>NO FOOD OR DRINKS ARE ALLOWED IN THE GYM.</li> <li>NO HELIUM BALLOONS.</li> </ul>	<p><b>3 HOURS MINIMUM ***circle one below***</b></p> <table style="width: 100%;"> <tr> <td style="text-align: center;"><b>#10-15 people</b></td> <td style="text-align: center;"><b>\$120</b></td> </tr> <tr> <td style="text-align: center;"><b>#16-30 people</b></td> <td style="text-align: center;"><b>\$225</b></td> </tr> <tr> <td style="text-align: center;"><b>#31-60 people</b></td> <td style="text-align: center;"><b>\$300</b></td> </tr> <tr> <td style="text-align: center;"><b>#61+ people</b></td> <td style="text-align: center;"><b>\$375</b></td> </tr> </table> <p style="text-align: center;">***\$25 EACH ADDITIONAL HOUR***</p> <ul style="list-style-type: none"> <li>INCLUDE ALL PEOPLE SWIMMING OR NOT SWIMMING IN THE POOL AREA</li> <li>NO FOOD OR DRINKS ARE ALLOWED IN THE POOL AREA.</li> <li>NO HELIUM BALLOONS.</li> </ul>	<b>#10-15 people</b>	<b>\$120</b>	<b>#16-30 people</b>	<b>\$225</b>	<b>#31-60 people</b>	<b>\$300</b>	<b>#61+ people</b>	<b>\$375</b>
<b>#10-15 people</b>	<b>\$120</b>									
<b>#16-30 people</b>	<b>\$225</b>									
<b>#31-60 people</b>	<b>\$300</b>									
<b>#61+ people</b>	<b>\$375</b>									

**BUNDLE AND SAVE!**

**MULTIPURPOSE ROOM & POOL**

\_\_\_\_\_ #Hours in room + \_\_\_\_\_ #Hours in pool

**HOW MANY PEOPLE IN POOL AREA? INCLUDING NON-SWIMMERS**

\*\*\*circle one below\*\*\*

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

EXACT TIME RANGE OF SWIM TIME:

## POOL RENTALS MUST HAVE A MINIMUM OF A 10 DAY NOTICE REQUIRED

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.

**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.

**FACILITY PARTY RENTAL FEE \$ \_\_\_\_\_ - \$50 DEPOSIT = BALANCE DUE DAY OF EVENT \$ \_\_\_\_\_**

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

I UNDERSTAND I MUST PAY THE REMAINING BALANCE DUE THE DAY OF THE EVENT; BY SIGNING BELOW AGREE TO FOLLOW THE RENTAL POLICY AS STATED IN THE ATTACHED DOCUMENT.

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

MEMBERSHIP DIRECTOR SIGNATURE OF APPROVAL \_\_\_\_\_ DATE: \_\_\_\_\_

## Switzerland County YMCA Rental Regulations

### Get Ready for the Best Birthday Party Ever!

Thank you for choosing our facility for your rental event. The YMCA is a place for all are welcome.

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

We strive for creating a positive atmosphere, and we are honored you chose to have your event here with us!

Thank you!

**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 is held harmless and indemnified from loss, damage, liability or expenses incurred, suffered, or claimed by reason of injury, loss, or damage to any person or property

#### \*RULES AND REGULATIONS:

- 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.
- The YMCA DOES NOT RENT TO MINORS. The person signing rental contract MUST be present during the reservation.
- NO ALCOHOLIC BEVERAGES OR TOBACCO ARE ALLOWED ON YMCA PROPERTY
- 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.

## PARTY FAQ – Please look over before your event. Be prepared.

#### • HOW DO I KNOW WHAT DATES ARE AVAILABLE TO BOOK A PARTY?

Contact the Membership Director– Amie Daigle at 812-427-9622 or emailing at [scymca.amiedaigle@gmail.com](mailto:scymca.amiedaigle@gmail.com) for date availability, then you may come to the front desk to fill out rental contract and pay deposit. The rental is not guaranteed until the contract is completed and until the deposit is made in person at the front desk.

#### • TIMELINE FOR BOOKING PARTIES?

All parties must be booked at least 72 hours in advance (expect pool usage). Deposit is collected at the time of reservation and will be applied to balance rental fee. **Group Swimming:** Deposit and contract are due 10 days before occurrence of rental. The lobby of the YMCA is prohibited to be used as a hosting area for catering parties.

#### • WHAT IS PROVIDED FOR THE RENTAL?

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. Keep in mind, host family should plan to have clean and clear the party room before the end of the rental time. 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. The YMCA is not responsible to supplying any exercise equipment, stereos, entertainment, or sport equipment. YMCA rental agreement is only allowing use of room, tables, and non-cushioned chairs only. The YMCA reserves the right to schedule another event up to 30 minutes prior to or following approved event.

- **HOW MANY PEOPLE CAN PARTICIPATE IN THE PARTY?** Pool Parties 100 participants max (in the water, youth & adults included), ½ Gym – 205 participants max, multipurpose room – 81 participants max. If you exceed your participant numbers in the original rental agreement, additional fees will charged to your agreement. 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. You do not have access to the GYM, GAME ROOM, FITNESS AREA, ELEVATOR, or POOL UNLESS THESE AREAS ARE PART OF THE RENTAL AGREEMENT.

- **WHAT CAN I BRING?**
  - You can bring food, drinks, cake and decorations for **multipurpose room only**. Multi-purpose has 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.
  - You may bring your own speaker to play appropriate music at a reasonable level of volume.
  - Decorating and removal of decorations must be accomplished within the time period reserved and shown on the rental agreement please no glitter or confetti. **ONLY ATTACH** decorations with painters tape. Table cloths are recommended.
  - Guests are responsible for removing gifts and personal items before the scheduled party time is over. All patrons must exit the building at the end of reserved time allotted and/or at the close of YMCA business hours.
  
- **WHAT DO I NEED TO KNOW ABOUT A POOL PARTY? \*POOL RULES & SWIM DIAPERS: All pool rules must be followed**
  - At the Switzerland County YMCA, all swimmers under the age of 10 will be required to take a swim test before entering the pool and an adult from the party needs to be present while in the pool.
  - Swimmers who do not pass or decline to take the test may swim in the shallow area of the pool under the following conditions must be within arm's reach of an adult in the water at all times.
  - 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.)
  - Regular diapers may not be worn in the pool—swim diaper and plastic pants are required for children who aren't potty-trained.
  - Pool area closes 15 minutes before closing of business hours.
  - Pool rental is for pool area only (No food or drink is allowed in the pool area along with helium filled balloons)
  - PATRONS ARE NOT ALLOWED OUTSIDE OF THE LOCKER ROOMS AND POOL AREA IN A WET SWIMSUIT.
  
- **HOW EARLY CAN I ENTER THE PARTY ROOM?**

There is no early entry. Deposit will not be refunded if party has an early arrival or late departure. 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.
  
- **HOW DO I LEAVE THE SPACE WHEN I AM DONE?**
  - 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.)
  - All rooms used by the party are required to be cleaned and left in the condition they were found
  - Guests are responsible for removing gifts and personal items before the scheduled party time is over. Please no glitter or confetti.
  - Host family to place all trash from table tops, chairs and floor in the trash cans provided before departing. Decorations are to be taken down and removed. Garbage bags are provided, please remove all party trash. Gather garbage from the trash cans and take out to the dumpsters located outside on the north side of the building.
  
- **WHAT IS YOUR CANCELLATION OR REFUND 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. Deposit is non-refundable if rental is cancelled with less than 6 days' notice or if the facility is left in unacceptable condition. If YMCA property is damaged by the renter, further charges may be applied. **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 YMCA reserves the right to re-assign or cancel any request for space due to unforeseen circumstances.
  
- **WHAT IS THE YMCA STAFF RESPONSIBILITY FOR?**

Supplying tables, chairs, and cleaning supplies if needed. 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.