



## 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 per two Non-swimmers under the age of 7 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.

**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 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.

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

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

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

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

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

Renters Signature \_\_\_\_\_ Date \_\_\_\_\_

Booking Staff Member \_\_\_\_\_ Date \_\_\_\_\_

# Switzerland County YMCA Facility Party Rental Form

## Schedules Options: CIRCLE THE TIME SLOT TO RENT

(Time is from "Set up to Clean up") Fees: \$25 per hour with 3 hour minimum

No rental should exceed passed the agreed upon times. Rentals are prohibited 30 mins prior to facility closure.

### Leadership Room Availability

Monday	Wednesday	Friday	Saturday	Sunday
2:00pm-5:00pm	2:00pm-5:00pm	2:00pm-5:00pm	11:00am-2:00pm	1:30pm-4:30pm
4:30pm-7:30pm	4:30pm-7:30pm	3:30pm-6:30pm	12:30pm-3:30pm	x

DATE OF EVENT:

Custom Time Range:

## Room Options: CIRCLE THE AREAS TO RENT

Additional fees are listed below for access to pool or gym time

### Leadership Room Only

**FEES: \$25 PER HOUR  
(3 HOUR MINIMUM)**

- YMCA only provides the room, tables, and chairs.
- Food and drinks allowed
- Painters tape must be used when decorating on walls
- Helium balloons allowed
- Host must throw away trash at end

### ½ Gymnasium Prices

Leadership Room & ½ GYMNASIUM

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

- |               |                |
|---------------|----------------|
| 10 – 15 group | \$25 per hour  |
| 16 – 30 group | \$50 per hour  |
| 31 – 60 group | \$75 per hour  |
| 61 + group    | \$100 per hour |

### ½ Gymnasium Rules

- No food or drinks allowed in gym
- No helium balloons
- YMCA can provide basketballs

### Pool Prices

Leadership Room & POOL

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

- |               |                |
|---------------|----------------|
| 10 – 15 group | \$50 per hour  |
| 16 – 30 group | \$85 per hour  |
| 31 – 60 group | \$110 per hour |
| 61 + group    | \$130 per hour |

### Pool Rules

- No food or drinks are allowed
- Must abide by all pool policies
- Parents must swim with children
- Floatation devices are not provided

## Knowledge about your" Swim Time"

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

For safety, at least 1 host adult must be in the water per 2 non-swimmers under the age of 7. Pool toys and floatation devices are not provided. Less than 9 people are regular day pass prices: \$7 per child and \$10 per adult.

### Pool Info Needed

Exact time of swim time: \_\_\_\_\_

Age Range of Swimmers \_\_\_\_\_

# of guests \_\_\_\_\_

Print Renter Name: \_\_\_\_\_

TOTAL OF RENTAL FEE \$ \_\_\_\_\_

Phone: \_\_\_\_\_

DAY OF BOOKING- PAID \$ \_\_\_\_\_

Booking Staff Member \_\_\_\_\_

BALANCE DUE DAY OF EVENT \$ \_\_\_\_\_

# Switzerland County YMCA Rental Regulations

## Welcome! Please read before your event to be well prepared.

Thank you for choosing our facility for your rental event. The YMCA is a place where 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 not use items in closets or cabinets.
- **HOW DO I KNOW WHAT DATES ARE AVAILABLE TO BOOK A PARTY?**  
Contact the front desk 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 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.
- **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 cleaned and cleared the party room before the end of the rental time. The YMCA does not provide food, drinks, table service or 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. The lobby of the YMCA is prohibited to be used as a hosting area for catering parties.
- **HOW MANY PEOPLE CAN PARTICIPATE IN THE PARTY?** Pool Parties 100 participants max (in the water, youth & adults included), ½ Gym – 205 participants max, Leadership Room – 60 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 **Leadership Room Only**. A refrigerator/freezer available in the kitchen in the hallway for you to put items that needs 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, 1 adult to every 4 children 5-6 years old, and/or 1 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.)
- Swim diaper and plastic pants are required for children who aren't potty-trained in the pool.
- 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
- **PLEASE NO GLITTER OR CONFETTI.**
- Host family are 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?**

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 RESPONSIBLE 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. Host family must supervise your guests.