



FOR YOUTH DEVELOPMENT™  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# Individual Facility Rental Form

## Switzerland County YMCA

### Booking Protocol Awareness: Please read before continuing.

**Deadline Requirement:** When booking, this form must be submitted and approved ***BEFORE THE 25<sup>TH</sup> DATE OF THE MONTH PRIOR TO THE MONTH THE RENTAL WILL TAKE PLACE IN.*** Each new month we publish new facility schedule which we plan around all rental bookings. This applies for any Room, Gymnasium, or Pool reservation.

**Rental Times vs. After Hours Premiums:** We have set packages below that are during our business hours where the facility is open and staffed. *If you choose to rent the facility outside of normal facility hours, there will be an additional **\$100 Fee added for each hour.*** After hours must be approved by Management Staff, submit this form only w/o a deposit and we will respond within 3 business days. Email this form to [officemanager@switzymca.org](mailto:officemanager@switzymca.org)

### Select one of the options from Section A (Below) or Sections B (On Back)

#### Section A: Rental Packages

#### Celebration Rental: \$100

Perfect for Baby, Engagement, or Bridal Showers.  
Retirement, Birthday parties, Family Reunions or More!

- 4 Hour Leadership Room Rental
- YMCA only provides tables, and chairs for room.
- Food and drinks allowed in room only
- Painter's tape must be used when decorating in room.
- Helium balloons allowed in room only.
- Host must clear areas of all trash before leaving.

#### Sports Rental: \$185

Gatherings where party guests are entertained using  
½ Gymnasium during the whole duration of your rental.

- 4 Hour Leadership Room Rental & ½ Gym Exclusively
- YMCA will lend basketballs for use.
- YMCA only provides tables, and chairs for room.
- Food and drinks allowed in room only.
- Painter's tape must be used when decorating in room.
- Helium balloons allowed in room only.
- Host must clear areas of all trash before leaving.

#### Pool Party Rental: \$200

Perfect for a Birthday Party that will make a SPLASH!  
Or host a unique experience for your next Get-Together.

- 4 Hour Leadership Room Rental & 1 Hour of Pool Time
- 10-30 ppl max for pool time
- YMCA only provides tables, and chairs for room.
- Food and drinks allowed in room only
- Painter's tape must be used when decorating in room.
- Helium balloons allowed in room only.
- Host must clear areas of all trash before leaving.

#### ADD-ON TO YOUR POOL PARTY PACKAGE

- EXTRA HOUR OF SWIM TIME + \$50
- EXTRA 20 SWIMMERS + \$50
- POOL VOLLEYBALL + \$50
- MERMAID TAILS (3 VARIOUS SIZES) + \$50
- SHARK FINS (3 FINS STRAP ON BACK) + \$50

\*Exact time frame of your swim time: \_\_\_\_\_ Exact Number of Swimmers: \_\_\_\_\_

**Section B: Itemized Rental Area**

**Gymnasium Only**

1/2 COURT: **\$85 PER HOUR**

- Basketballs + \$0
- Pickleball Net + \$20

FULL COURT: **\$150 PER HOUR**

- Basketballs + \$0
- Pickleball Nets (2) + \$40
- Volleyball Net + \$50

\* How many hours to reserve? \_\_\_\_\_

**Group Swim/ Pool Only**

**DURING OPEN SWIM TIME: NON-EXCLUSIVE ACCESS**

- Group of 20-40 : \$ 85 Per Hour
- Group of 40-60 : \$ 110 Per Hour

**AFTER HOURS: EXCLUSIVE ACCESS- Entire Pool**

- Group of 20-40 : \$185 Per Hour
- Group of 40-60 : \$250 Per Hour
- Group of 60-80 : \$315 Per Hour
- Group of 100 Max: \$380 Per Hour

\* How many hours to reserve? \_\_\_\_\_

**Date and Time Details: Rental must be for future month. See First page\***

**\*Please verify with Front Desk if date is available\***

**Time is from "Set up to Clean up" No rental should exceed passed the agreed upon times.**

- **During Facility Hours**  
Leadership Room Rental & More  
Earliest Start Time -Latest End Time

- Monday (7:00am-7:30pm)
- Tuesday (7:00am-7:30pm)
- Wednesday (7:00am-7:30pm)
- Thursday (7:00am-7:30pm)
- Friday (7:00am-6:30pm)
- Saturday (8:00am-3:30pm)
- Sunday (1:30pm-4:30pm)

**Date:** \_\_\_\_\_

**Time:** \_\_\_\_\_

These requests need to be approved by Management Staff. Once approved, YMCA will call to take a \$50 deposit payment over the phone to officially reserve rental.

Office Use Only: Booking Staff: \_\_\_\_\_

Director Approval \_\_\_\_\_ Date: \_\_\_\_\_

**RENTAL PARTY AGREES THAT: *I have read, understand, and will comply with the given detailed agreement.***  
BY SIGNING BELOW AGREE THAT I HAVE BEEN GIVEN THE RENTAL POLICIES FORM ATTACHED. I UNDERSTAND I MUST PAY THE REMAINING BALANCE DUE THE DAY OF THE EVENT.

Contact Person's Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Address: \_\_\_\_\_ City/ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

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

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

# 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. 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.
- 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. 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.
- **SECURITY DEPOSIT & LAST MINUTE RENTAL CHANGES**  
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. 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 the facility is left in unacceptable condition and/or property damage has occurred further charges may be applied.
- **TIMELINE FOR BOOKING PARTIES?**  
All parties must be booked before the 25<sup>th</sup> date of the month prior to the month the rental will occur. 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 be charged to your agreement. Please keep your group in the areas of the building where they are supposed to be.

- **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 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:**

- At the Switzerland County YMCA, all swimmers will be required to take a swim test before entering the pool. For safety, at least one host adult must be in the water per two Non-swimmers under the age of 7 during swim time.
- 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?**

- **Host family must leave all rooms used by the party cleaned and left in the condition they were found.** 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.)
- 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.