



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Vigo County YMCA
Contract of Facility Rental

This form should be returned to the Y as soon as possible to ensure availability for the requested rental. A rental will not be approved until this form is completely filled out and the rental is paid in full.

Renter's Name: _____ Y Member? Yes No
Address: _____
Birthday (Must be 21 years of age or older to rent) _____
Contact#: _____ Email : _____
Date requested: _____ Time requested: _____
Type of Event: _____ For Profit or Non-profit
Special requests: _____

Table with 3 columns: Facility Requested, Equipment Needed, # Attending. Rows include Meeting Room, Multipurpose Room, Group Ex Gym, 1/2 Main Gym, Full Main Gym, Dance Room, Tween Room, Other, and Birthday Party Agreement.

As a renter of the Vigo County YMCA property, facilities or other equipment, I/We hereby waive all rights and claims against the YMCA, its Board of Directors, officers, and/or employees that may develop during use. The aforementioned agrees to assume all liability for proper use, care and maintenance of the facilities/properties during the time the above named facility is being used and compensate the Vigo County YMCA for any damages and or excessive cleaning expense incurred.

Signature of the renter _____ Date _____

For Office Use Only

Facility charges: \$ _____

Staff charges: \$ _____

Total Balance Due: \$ _____ Paid on: _____

Verified Driver's License or ID (Initial): _____

Staff Signature: _____ Date _____



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Vigo County YMCA Facility Rental Pricing

<u>Facility Charges</u>	<u>YMCA Member NonProfit Org</u>	<u>NonMember ForProfit Org</u>
Meeting Room	\$25/hr	\$50/hr
Multipurpose Room	\$25/hr	\$50/hr
Group Ex Gym	\$25/hr	\$50/hr
½ Main Gym	\$40/Hr	\$80/Hr
Full Main Gym	\$60/Hr	\$120/Hr
Dance Room	\$25/Hr	\$50/Hr
Tween Room	\$25/Hr	\$50/Hr

An additional \$25/2 hours will be charged for any rentals that take place outside of regular facility hours to cover the cost of YMCA staff.

- All rentals require a **two-hour minimum**.
- Full rental fee must be paid upon reservation of the space.
- A two-week time frame is requested prior to rentals to ensure availability and proper communication between YMCA staff.
- Reservation will not be solidified until rental agreement is signed and payment is submitted.

Staffing/Cleaning Charges

- A YMCA staff person(s) will be on site throughout the duration of the rental.
- A \$20 cleaning fee will be charged to any renter who does not clean up after the duration of their rental.
- All Parties are responsible for the clean-up of their space following their rental.

Renting Guidelines

1. Facility will not be rented if it will be too much of a distraction for existing programs.
2. Rentals will be done on a first come first serve basis. (A non-member rental will not be bumped for a member rental.)
3. Rentals will be for appropriate activities – as deemed by Y Staff.
6. A maximum of 50% refund will be provided if rentals are canceled less than 7 days prior to the scheduled date. (Extenuating circumstance will be taken into consideration).
7. Alcoholic beverages, drugs or any other illegal paraphernalia is not allowed on YMCA property. Should any be found, the renter will no longer be allowed to utilize the facility and will not receive a refund.