



## Washington Community Y Room/Facility Rental Agreement

1. All room or space rentals must be approved by the Executive Director or his/her designate.
2. If a group cancels after arrangements have been made, their deposit can be refunded with the exception of \$10.00.
3. Form must be filled out, signed and returned at least 2 weeks prior to rental with deposit, to guarantee the time you requested.
4. Rent is due and payable at the time of use.
5. Groups are expected to maintain a ratio of 15 youth to one adult, 21 years of age or older. A designated group leader must meet with YMCA staff prior to use to be oriented to building equipment and go over rules and regulations.
6. Adults are expected to be in the water with all youth 5 & under, ratio 3:1.

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### Washington Community Y Rental Agreement

Type of Party or Group Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

(Please Print)

Room or Rooms Requested: \_\_\_\_\_ Number of People: \_\_\_\_\_

Pool Time Requested: \_\_\_\_\_ Number Using Pool: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time Requested: \_\_\_\_\_ Cost: \_\_\_\_\_

Special Set Up Needed: \_\_\_\_\_

(Can use back of sheet for more details)

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Executive Director or Designate Signature: \_\_\_\_\_

Deposit Received ( YES or NO )

Insurance Requested ( YES or NO )

Insurance Provider: \_\_\_\_\_

(Needed if rental is after hours)

We have read through and agree to the terms of the rental policy.

Signature: \_\_\_\_\_



## FEES

<u>Type of Rental</u>	<u>Member</u>	<u>Non Member</u>
Birthday or Sports Party (during designated times)	\$40	\$50
Additional Hour	\$20/hr.	\$25/hr.

<u>Type of Rental</u>	<u>During Building Hours</u>	<u>After Building Hours</u>
Community Group, Business, Private Party, or Profit Making Group	2 hr. min. \$20  Each additional hr. \$10	2 hr. min. \$40  Each additional hr. \$20

<u>Type of Rental</u>		
Youth Non Profit or Overnighter	\$3/ Youth with minimum of \$75, with a maximum of \$200.	Building/Supervision Fee \$10/hr. additional

Lifeguard to swimmer ratios are 25 to 1, if more than 25 swimmers the cost of additional lifeguards will be \$10/hr. as needed.

Each lifeguards needed after hours will be \$15 hr.

### **Washington Community YMCA Pool Rules**

1. The Lifeguard is responsible for the safety and well-being of all swimmers. Please respect the Lifeguard's authority.
2. Flotation devices shall be kept to the shallow side of the flags when the dive blocks are in use.
3. Dive blocks will be open at the Lifeguard's discretion. The Lifeguard reserves the authority to discontinue use.
4. Swimmers using the dive blocks shall swim to the side to exit the pool. Swimmers shall not swim back to the dive blocks or exit the pool underneath the dive blocks.
5. Swimmers using the dive blocks shall wait to enter the water until the previous person has reached the wall or swam past the flags.
6. Swimmers should not swim in front of another block that is in use.
7. Backwards jumping or diving, twists, flips, and other dangerous entries are prohibited. Swimmers using the blocks shall propel themselves straight forward and not to the side.
8. In areas of the pool 5-feet deep or less, "feet first" jumping only is permitted. Head-first diving is permitted only in the deep end.
9. Swimmers shall not jump onto floating devices at any location in the pool.
10. Rough play is prohibited. This includes, but is not limited to: tossing children, sitting on shoulders, or forcibly holding someone under water.
11. Spitting, spouting of water, blowing the nose, and similar behavior is prohibited.
12. Running is prohibited on the pool deck.
13. Stairs should be kept clear for exit and entry only. Playing on or around the stairs is prohibited.
14. Lifeguards reserve the authority to impose additional restrictions at their discretion.



## ***Policies and Information for Y Rentals***

The following policies are in place to make rentals of building and equipment possible by area groups.

After hours rentals will include a staff person on site that will be available to answer questions and help make sure the building is closed properly when event is over, and to make sure your use of the Y facility is a positive one.

### **Policies:**

In order to use the facility after hours, a walkthrough of the building is required in advance of the rental, by an adult supervisor that will be present for the rental itself. This walkthrough will be set up with the Membership Director, or other designate. Building policies and information will be covered at this time as well. If you wish to use T.V.'s or other such equipment, these requests can be made at the time of walkthrough.

Groups are expected to maintain a ratio of one adult chaperone (21 or older) per 15 youth.

A deposit for after hours groups and Birthday parties is required. The deposit of \$50 is held, in the event of damages to the facilities, property or equipment caused by the group, or if extra clean up is required. You will be notified if extra clean up was required or damage occurred and full restitution payment will be required.

Certificate of Insurance: All afterhours groups will be required to provide a Certificate of Insurance that will cover your group in the case of personal injury. Coverage shall not be less than \$1,000,000 and shall be provided prior to the rental. The Y is not responsible for any injuries that occur during the facility rental.

The Y is not responsible for personal property of individuals or groups using the facility.

If you request the pool, there are added fees which will include a lifeguard. Check for prices with staff. Participants will need to bring their own towels for swimming and showering. A ratio of no more than 20 persons in the pool per lifeguard will be expected.



### **INFORMATION:**

Please leave the building as you find it, you are expected to pick up and clean up after yourselves. You will be shown where to find needed equipment.

Y phones should not be used for personal calls. In the case of an emergency, you will need to dial 911.

Front doors are locked after hours. If you have late arrivals you will need to have an adult present to let them in, or if you expect a delivery, such as pizza. Always make sure the door is shut tight, as to not allow unwanted persons into the facility.

No smoking, illegal drugs, or alcohol is allowed in the building or on Y grounds. The Y reserves the right to dismiss any individual or group that does not maintain the rules set forth in this document, including our core values of Respect, Responsibility, Caring and Honesty.

Racquetball courts and gym require clean, dry shoes, no black soled shoes that leave marks.

Baskets in the gym are not to be lowered, by anyone other than a staff member present, and are not to be used for “dunking”.

Please see that game equipment is all accounted for and returned to its proper place. Staff member can help with directions.

Decorations for a party or event will be allowed, please discuss at time of walk through. Removal of these decorations will be the responsibility of the group before leaving.

Some areas will not be available for use; these will be discussed at the time of your walk through. Computers are off limits.

The elevator is off limits for youth. Its intended use is for people with mobility issues, and when needed for moving heavy items.

Pool tables and any other heavy items or furniture should not be moved, this could result in injury and/or damage to the floors.

Any questions regarding the above information can be directed to the Executive or Membership Directors.

If you have any questions, please contact the YMCA (319) 653-2141.

11/11/2015 dlh