



## YMCA of Washington County

### Facility Rental Agreement

Phone: 319-653-2141

Fax: 319-653-2142

\*The Y offers several rental options of various rooms within our facilities, subject to availability.

\*All reservations must occur at least 4 weeks before rental date to secure appropriate staffing.

**Date of Application:** \_\_\_\_\_

**Name of organization, group or individual:** \_\_\_\_\_

**Event or Occasion:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Coaches/Supervisors/Chaperones:** \_\_\_\_\_

**Number of adults:** \_\_\_\_\_ **Number of children:** \_\_\_\_\_

**Facility Requested:** Washington Kalona Wellman Indoor Aquatics Center The Loft

**Areas Requested:** Gymnasium Locker rooms Community room Kitchen Pool

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

**Rental Type:** Public Benefit Event Non-Public Benefit Event

**Equipment Requested:**

Tables # \_\_\_\_\_ Chairs # \_\_\_\_\_ Bleachers # \_\_\_\_\_ Kitchen/Concession Stand\* \_\_\_\_\_

Volleyball Net # \_\_\_\_\_ Basketball Nets # \_\_\_\_\_ Microphone/AV Equipment \_\_\_\_\_

Volleyballs # \_\_\_\_\_ Basketballs # \_\_\_\_\_

*\*Certified kitchen personnel must be present & copy of Serve Safe certificate must be attached to rental agreement*

The YMCA of Washington County reserves the right to limit the number of rentals to outside entities to ensure that our members have top priority. In addition, the YMCA of Washington County reserves the right to restrict the use of the YMCA facilities for purposes that align with our Christian mission and values.

**If you will be providing special equipment or lighting, prior approval is required.**

### Contract Rules & Requirements

The YMCA Code of Conduct applies to all individuals and organizations using the facility and supersedes any and all rules set forth by any user. 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.

- No harassment or abusive or profane language.
- No child abuse, molestation or indecent exposure; having unapproved contact with children in Y programs or other violations of its child abuse prevention policies.
- No mistreatment or neglect of members, guests or participants.
- No theft or willful damage to Y property or to the property of others; the removal of property without permission from Y management.
- No smoking, e-cigarettes, illegal drugs or alcohol is allowed in the building or on Y grounds.

- No carrying or concealing weapons, devices or objects that may be used as weapons.
- The elevator is off limits for youth. Its intended use is for people with mobility issues and when needed for moving heavy items.
- Cardio equipment, strength equipment, fitness classrooms and the spin room are off limits.
- Basketball hoops in the gymnasium are not to be lowered by anyone other than a Y staff member. No “dunking” allowed.
- Clean shoes only are allowed on the basketball court.
- No food or drinks are permitted on the basketball court. No glass bottles or containers of any type are permitted. No coolers will be permitted.
- All equipment must be returned to its proper place. All game equipment checked out at the front desk must be returned and checked in.
- Decorations or signage for a party or event must be approved prior to rental. **Nothing may be affixed to the walls or ceilings.** Renter will be responsible for the removal of all decorations before leaving.
- Please leave the building as you found it. All trash must be picked up and disposed of.
- Front doors are locked after hours.
- Groups are expected to maintain a ratio of 15 youth to at least one adult that is 21 years of age or older. Renter or representative must meet with YMCA staff prior, for building and equipment orientation and review of rules and regulations.
- Renter is financially responsible for any damages to equipment or the facility.
- No member of the rental party is allowed to give access to the facility after hours to anyone that is not a part of the group.
- The YMCA is not responsible for lost or stolen property.
- It is required that a Y staff member be on site for all after hour rentals.
- A building walk through with the Associate Executive Director, membership director, or sports director is required prior to rental. The responsible party must be present for this walk through.
- All fundraising events will require the event’s contact person to set up a meeting beforehand with the Associate Executive Director, membership director, or sports director to review the details of the event in order to get approval.
- Any type of tournament will need to meet the standard that the YMCA tournaments are held at. This means:
  - Correct number of referees and scorekeepers for each game.
  - Comparable entry fees, team fees, and concessions.
  - Maintaining bathroom cleanliness (additional YMCA staff can be scheduled for a fee)
  - Appropriate, non-marking and clean shoes will be used on the gym floor.
  - Floor will be dust mopped between games to maintain safety.
  - A first aid kit, as well as an adult certified in First Aid/CPR will be present for the duration of the event (additional YMCA staff can be scheduled for a fee).

Failure to meet any of these standards will result in a warning, the second failure will result in a ban from renting the facility

**Rental Types:**

**Non-Public Benefit Event:** (examples: youth practices, birthday parties, family gatherings, business meetings)

Members:	Check Box
\$30 per hour (Half Gym)	
\$60 per hour (Full Gym)	
\$25 per hour (Community Room)	

Non-Members	Check Box
\$55 per hour (Half Gym)	
\$110 per hour (Full Gym)	
\$50 per hour (Community Room)	

**Public Benefit, Community or Fundraising Event:** (youth sports tournaments, community fundraising, faith based or large group events)

\$500 for a half day (no more than 5 hours) price includes 1 staff	
\$800 for a full day (no more than 8 hours) price includes 1 staff	

**Pool Rental:** Includes indoor family pool, lifeguard and front desk staff member during staffed hours

\$100 per hour - Member	
\$150 per hour - Non-Member	

**Additional Fees:**

\$10 Gym Equipment setup fee - business hours	
\$20 Gym Equipment setup fee - after hours	
\$25 per hour, per staff - after hours staff	
\$50 Concession Stand	

Fee for additional staff will be added based on the number of participants at a ratio of 1 staff to 50 participants (1 staff to 25 pool participants).

\*Additional staff includes: Scorekeepers, admissions, concession stand and general cleaning

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**All rentals fees are required upon reservation to guarantee reservation, any additional fees are required to be paid on the date of the event.**

<b>Total Base Rental Fee:</b>	
<b>Total Additional Fees:</b>	
<b>Total:</b>	

- **Cancellation at least 2 weeks prior to the event will receive a full refund.**
- **Cancellations less than 2 weeks prior to the event will receive 50% refund.**

**\*\*Renter will be responsible for any damages that occur during the use of the facility.**

Certificate of Insurance\*: All after hours groups or fundraising events 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.

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

**\*copy of certificate of liability insurance must be attached for all after hours or fundraising events**

**Initial**

\_\_\_\_\_ The group certifies that no coach, volunteer or adult supervisor is a **registered sex offender nor has been convicted of a crime against a minor**. If a volunteer in your organization violates this stipulation, the individual will be removed from our facility and the organization will not be permitted to rent this facility in the future. Background checks can be provided for a fee of \$15 per person in advance of the event.

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

The Washington Community YMCA Rental Contract and the Rules are incorporated herein by reference and form part of this agreement. As part of consideration for this agreement, the undersigned applicant assumes any and all responsibility relative to the use of the facilities and does hereby indemnify and will hold harmless the Washington Community YMCA for any and all claims arising out of the applicant's use of the premises. If a lawsuit is filed due to the use of said premises by the undersigned, the undersigned will reimburse the organization for the attorney's fees required to defend such action.

Signed on the \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_

YMCA Representative

\_\_\_\_\_

Representative of Organization

Final Approval shall be given when appropriate deposit is received.