



YMCA OF CALLAWAY COUNTY FACILITY RENTAL REQUEST FORM

ONCE YOUR REQUEST IS APPROVED, A RENTAL AGREEMENT WILL BE COMPLETED AND PAYMENT RECEIVED.

Event Details	Event Date:	Event Time:	Type of Event:/Estimated Attendees:
	Contact Person		Contact Phone:
Name:		Email:	

FACILITY AREAS REQUESTED - PLEASE CHECK AREA(S) REQUESTED FOR YOUR EVENT.

- | | |
|--|---|
| <input type="checkbox"/> Meeting Room (20 person limit) | <input type="checkbox"/> Multi-Gym - volleyball, pickleball, basketball court |
| <input type="checkbox"/> Studio (40 person limit) | <input type="checkbox"/> Kitchen/Concession |
| <input type="checkbox"/> Main Gym BBall Court (circle 1 or 2 courts) | <input type="checkbox"/> Bounce House (dependent on staff availability) |

FACILITY RENTAL TERMS AND CONDITIONS

1. Food/beverages are permitted in designated areas only. Food/beverages are not permitted if an approved area is not rented.
2. Tape, glue or tacks of any kind to hang any decorations is not permitted on the walls in any rental area. The use of glitter is prohibited.
3. Illegal substances, alcoholic beverages and tobacco are NOT PERMITTED ON THE YMCA PREMISES.
4. The rental contact is responsible for all clean up of event area. Excessive cleaning time is not included in cost of the rental fees. If extra cleaning is needed, an additional cleaning charge of \$25/hour will be charged to the credit card retained on the rental agreement as well as any breakage that occurs during rental.
5. Any recreational items (balls, hoops, etc.) being used, must be put back in good condition.
6. Behavior - Applicant is responsible for supervision and direction of the rental group and activity. All participants in attendance with the rental party must adhere to all posted rules of the YMCA.
7. Cancellation Policy - any rental cancellations made the same day of the event will not receive a refund unless extreme circumstances deem approval by the executive director.
8. The group shall be responsible for policing the area used for lost and found items.

Signature of Responsible Party _____

Date: _____

AREA - 2 hour increments	Active YOCC member	Active YMCA Nationwide Member	Community Member
Meeting Room	\$25.00	\$30.00	\$40.00
Studio	\$25.00	\$35.00	\$45.00
Main Gym Basketball – Court A (youth)	\$35.00	\$40.00	\$45.00
Main Gym Basketball - Courts A&B (full size)	\$55.00	\$65.00	\$75.00
Main Gym - All	----- Negotiated by staff -----		
Multi Gym	\$55.00	\$70.00	\$100.00
Kitchen – added item	\$10.00	\$15.00	\$25.00
Bounce House - added item	\$25.00	\$40.00	\$50.00
Deposit – if required per rental agreement	\$100.00	\$150.00	\$200.00