



# YMCA OF CALLAWAY COUNTY

## FACILITY RENTAL REQUEST FORM

Event Details	Event Date:	Type of Event:	Event Time:
Contact Person	Ms. First Name Mrs. Mr.	M.I.	Last Name  Date of Birth
C O N T A C T  I N F O	Street Address:		
	City:	State:	Zip Code
	Daytime Phone		Evening Phone
	Email		
	Membership Unit #		

<b>FACILITIES AVAILABLE</b>	
<b>PLEASE CHECK AREA(S) REQUESTED FOR YOUR EVENT. PRICES INDICATED ARE MEMBER/ NON MEMBER RATES.</b>	
___Studio(1) Room \$25/\$35(per two hours)	___Studio(2) Room \$25/\$35(per two hours)
___Basketball Gym (capacity 200 people) \$25/\$50 (per hour)	
<p>Facility Rental is subject to availability. Gym and aerobics room rentals are not available during the week.          Facility rental is not confirmed until you have received a phone call from the Membership Director or Program Director and payment of your Reservation is received.</p>	
<b>TOTAL AMOUNT DUE FOR FACILITY RENTAL</b>	\$ _____ PER _____ HOURS=\$ _____

<b>FACILITY RENTAL TERMS AND CONDITIONS (Please initial where indicated to acknowledge agreement)</b>	
<p>1. I understand that payment is due at the time of rental request to reserve the time and date request for my event. Should I decide to cancel my event, the payment is <b>not</b> refundable (unless notified within 24 hours prior to Cancelation). _____</p> <p>2. I understand that illegal substances, alcoholic beverages and tobacco are <b>NOT PERMITTED ON THE YMCA PREMISES</b>. If anyone at my event is caught with any of the above-mentioned substances on the YMCA premises, I understand that my event will be shut down and <b>all fees paid will be forfeited</b>. _____</p> <p>3. I understand that food/beverages are only permitted in the Rooms. If I have not rented either of these facilities, I understand that food/beverages are not permitted at my event. _____</p> <p>4. I understand that I am not permitted to hang any decorations on the walls in the Resource Rooms or in the Basketball Gym. _____</p> <p>5. I understand that YMCA staff on site is not required to assist with clean-up of my event in any way. I understand that YMCA staff on site is only required to direct me to the location for proper disposal of trash/waste from my event. Furthermore, I understand that it is my responsibility to provide trash bags disposal of waste at my event. _____</p> <p>6. I understand that nay recreational items that being used, must be put back in good condition. _____</p>	
Signature of Person Renting Facility _____	Date: __/__/__
<p>Pre event Details:          Date of Event Confirmation : __/__/__ Staff initials: _____ Notes: _____</p> <p>Final Balance Received: \$ _____ VISA/MASTERCARD/AMEX/DISCOVER/CHECK/CASH/OTHER Date Received: __/__/__ Staff Initials: _____</p> <p style="text-align: center;">(CIRCLE ONE)</p>	
Administration Signature _____	Date: __/__/__