

# Stillwater Family YMCA Birthday Party / Rental Contract

The rental / birthday party is not guaranteed until the contract is completed and payment is received **14 days prior**.

## A. Applicant Information

|                                     |                 |                            |           |
|-------------------------------------|-----------------|----------------------------|-----------|
| Name of Group:                      |                 | Birthday Child's Name:     |           |
| Group Contact Name:                 |                 | Phone: (        )        - |           |
| Organizations or Contact's address: |                 |                            |           |
| City:                               |                 | State:                     | ZIP Code: |
| Rental Date(s):                     | Rental Time(s): | Number of Participants:    |           |

## B. Emergency Contact

|                         |                            |
|-------------------------|----------------------------|
| Emergency Contact Name: | Phone: (        )        - |
|-------------------------|----------------------------|

## C. Select Birthday Party Time or skip to D. for Rental selection (check one)

### Birthday Party Options

|  |  |  |  |  |
|--|--|--|--|--|
| <input type="checkbox"/> Friday<br>6:00pm-8:00pm | <input type="checkbox"/> Saturday<br>1:15pm-3:00pm | <input type="checkbox"/> Saturday<br>3:00pm-5:00pm | <input type="checkbox"/> Sunday<br>1:15pm-3:00pm | <input type="checkbox"/> Sunday<br>3:00pm-5:00pm |
|--|--|--|--|--|

## D. Select Rental Option (check one)

### After Hours Options (M-F 9pm-1am ~ Sat 6pm-1am ~ Sun 5pm-11pm) (2 hours blocks)

|                          |                    |   |
|--------------------------|--------------------|---|
| <input type="checkbox"/> | Full Gym           | 2 hour minimum (Max occupancy = 150)        |
| <input type="checkbox"/> | Full Pool          | 2 hour <b>maximum</b> (Max occupancy = 300) |
| <input type="checkbox"/> | Aerobics Room      | 2 hour minimum (Max occupancy = 50)         |
| <input type="checkbox"/> | Racquetball Courts | 2 hour minimum (Max occupancy = 100)        |

### Overnight Options (M-Th 9pm-6am ~ F 9pm-7am ~ Sat 6pm-10am ~ Sun 5pm-6am)

|                          |                   |                       |  |
|--------------------------|-------------------|-----------------------|--|
| <input type="checkbox"/> | Facility w/o Pool | (Max occupancy = 300) | All overnight rentals include use of upstairs locker rooms showers. Two-hour max pool times will be pre-arranged. Due to state law, any pool rentals are required to use YMCA-appointed lifeguard(s) only. |
| <input type="checkbox"/> | Facility w/ Pool  | (Max occupancy = 300) |  |
| <input type="checkbox"/> | Full Gym Only     | (Max occupancy = 150) | All overnight rentals include use of upstairs locker rooms showers.  |

### During Hours Options (M-F 6am-9pm ~ Sat 10am-6pm ~ Sun 1pm-5pm)

|                          |                     |                                     |
|--------------------------|---------------------|-------------------------------------|
| <input type="checkbox"/> | Aerobics Room       | 2 hour maximum (Max occupancy = 50) |
| <input type="checkbox"/> | 1 Racquetball Court | 2 hour maximum (Max occupancy = 50) |

### Special Events (Time to be set)

|                          |         |   |
|--------------------------|---------|---|
| <input type="checkbox"/> | Baptism | 30 minute minimum in pool lane or shallow end (during open swim hours only) |
|--------------------------|---------|---|

**All other request for rental that doesn't apply above must be approved by facility director.**

## E. Agreement

I hereby agree that I have read and understood the attached rental / birthday pricing and regulations sheet. My group will agree to abide by the regulations as stated, and to pay all fees **14 days prior** to the rental date.

|  |       |
|--|-------|
| Authorized Signature of Group Contact: | Date: |
|--|-------|

|   |       |
|---|-------|
| Signature of approval by Facility Director: | Date: |
|---|-------|

**Contract and payment in full must be returned to the YMCA 14 days prior to rental date. (If rental is scheduled less than 14 days of the occurrence, then rental payment must be made in cash.) All checks must be made out to the YMCA.**

|                         |   |  |  |  |   |   |  |
|-------------------------|---|--|--|--|---|---|--|
| <b>Office use only:</b> | <input type="checkbox"/> Take completed form. | <input type="checkbox"/> Take certificate of liability. <small>Rental only</small> | <input type="checkbox"/> Mark on Calendar. | <input type="checkbox"/> Fill out receipt. | <input type="checkbox"/> Make copy of contract. | <input type="checkbox"/> Put in Binder. | <input type="checkbox"/> Copy in Director Box. |
|                         | Rental Amount Paid: _____                     | Receipt/Check# : _____   | Date: _____                                | Initials: _____                            | Deposit amount: _____                           | Receipt/Check# : _____                  | Date: _____                                    |

# STILLWATER FAMILY YMCA

## Rental Regulations

Thank you for choosing our facility for your rental location. We hope the YMCA can accommodate your group in every way possible. Please let us know if you have special needs or requests and we will help you to the best of our ability.

To best accommodate your request, please submit this form **14 days** in advance.  
(If rental is scheduled less than **14 days** of occurrence, the rental payment must be made in cash.)

Thank you, Stillwater Family YMCA

**WARNING!!!** If the rental group fails to follow this contract you will receive one warning. If your group fails to follow the contract after that warning you will be asked to leave the building, **NO REFUNDS!** The rental is not guaranteed until the contract is completed and payment is received. Please keep your group where they are supposed to be! **YOU ARE RESPONSIBLE FOR THE ACTIONS OF THE PEOPLE IN YOUR GROUP – NOT THE YMCA!**

\*Must include set-up time for decorating and pre-activity organization. The YMCA reserves the right to schedule another event up to 30 minutes prior to or following approved event. Rates are for approved times as stipulated on the reservation form. A charge equal to double the published hourly room rate will be added to any unstipulated occupancy (as per reservation) accrued through early arrival or late departure. Any part of an hour shall constitute a whole hour. The staff reserves the right to re-assign space when necessary and to identify suitable alternative space for the original reservation. The YMCA reserves the right to re-assign or cancel any request for space due to unforeseen circumstances.

Your group must provide supervisor(s) of 21 years of age or older. **There will need to be one (1) supervisor per every 15 participants.** The supervisors need to be in the areas with the participants. In addition, the YMCA reserves the right to assign the appropriate number of staff or police protection necessary to attend any function at the group's cost. Your rental group will be responsible for any damages incurred at the YMCA during the rental period. \*Note: Weeknights are only available for rental depending on staff availability, and YMCA programs occurrences.

If no damages occur during the rental, the damage deposit will be returned the week after the event. The damage deposit is required at the time of the contract signing in the form of a check made out to the YMCA. Any money kept for damage repairs will be discussed with the group leader before the money is deposited. The damage deposit money cannot be used as payment for the rental.

All general rules of the YMCA must be followed regarding items such:

- No black-soled shoes.
- No hanging, touching or dunking on the basketball rims.
- No smoking or use of tobacco products within 40 yards of grounds.
- Eye-gear is required while playing racquetball.
- No spitting or defacing YMCA property of grounds.
- Must follow all posted rules in building and pool.

Groups may not rent or use the Stillwater Family YMCA premises or equipment to raise funds, or to charge admission fees, without permission from Executive Director. Any conduct contrary to the purpose of the YMCA is prohibited in all areas of the facility. The YMCA assumes **NO** responsibility for property brought into the YMCA building. Consumption of alcohol beverages, smoking and/or illegal drugs is specifically prohibited anywhere on the property. The YMCA supervisor or YMCA professional staff have the right to close or restrict any areas of the YMCA if they see need.

The supervisor has the final say on all rules, regulations, behavior, etc.

### LIABILITY

The YMCA is not to be used as a fundraiser for any event, unless otherwise permitted. Rentals are limited to the renting groups only. The Stillwater Family YMCA and, its Board of Directors, and its employees, are not responsible for the actions or omission of user groups utilizing YMCA facilities. Accidents, injuries, loss of property, damages to facility or other losses will be the responsibility of the user group requesting the use of the facilities. In addition, user groups are responsible for providing on-site supervision and notification of cancellation. Failure to provide notifications of cancellation will result in the user group being charged for expenses incurred by the YMCA, if any. Organizations are required to initially contact YMCA in regards to appropriate insurance. **All groups must provide a certificate of liability form before contract is finished.**

### Equipment & Facility Uses

Gym Equipment: Usage of the YMCA's gym equipment must be arranged with Director. Basketballs, Soccer balls, volleyballs and Dodge balls are available. Volleyball net can be set up for an additional **\$20**. (Racquetballs and Racquets may be used also free or charge.)

Pool Equipment: Usage of any of the YMCA's pool equipment must be arranged with Aquatics Director.

Clean-up: All areas of usage must be cleaned and swept by the end of the rental. (\$50 clean up charge will be added if failure to comply.)

Non-usage areas: All of the saunas, adult downstairs locker rooms, cardio room, free-weight room, assisted lifting machine room, offices, behind front desk, staff kitchen area, child care room, main custodian closet and anywhere that is not under direct adult supervision is off limits.

All pool rentals are required to have one lifeguard per 25 swimmers. If 2 lifeguards are required, the cost is \$10/hr more per 25 swimmers, and so on. All lifeguards must be employees of the YMCA. The group may only swim when lifeguards are on duty, and cannot participate in activities.

### Renter's Checklist:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Choose a rental option.                 | <input type="checkbox"/> Complete Contract. | <input type="checkbox"/> Read regulations and sign form. |
| <input type="checkbox"/> Certificate of liability. (Rental only) | <input type="checkbox"/> Pay for rental.    | <input type="checkbox"/> Pay deposit. (Rental only)      |

# STILLWATER FAMILY YMCA

## Rental Pricing

| <b>Rental Payments and Deposits (Community Groups / Non-Profit Groups)</b>       |                         |                 |                           |               |                 |
|--|-------------------------|-----------------|---------------------------|---------------|-----------------|
| <b>After Hours Options</b>   |                         |                 |                           |               |                 |
| <b>Full Gym</b>  | \$30 / hour             | Deposit - \$100 | <u>Non-Profit Price</u>   | \$25 / hour   | Deposit - \$50  |
| <b>Full Pool</b>   | \$50 / hour             | Deposit - \$200 | <u>Non-Profit Price</u>   | \$45 / hour   | Deposit - \$100 |
| <b>Aerobics Room</b>   | \$25 / hour             | Deposit - \$50  | <u>Non-Profit Price</u>   | \$20 / hour   | Deposit - \$25  |
| <b>Racquetball Courts</b>  | \$25 / hour             | Deposit - \$50  | <u>Non-Profit Price</u>   | \$20 / hour   | Deposit - \$25  |
| <b>Overnight Options</b>   |                         |                 |                           |               |                 |
| <b>Facility w/o Pool</b>   | \$250 / night           | Deposit - \$250 | <u>Non-Profit Price</u>   | \$200 / night | Deposit - \$100 |
| <b>Facility w/ Pool</b>  | \$300 / night           | Deposit - \$250 | <u>Non-Profit Price</u>   | \$250 / night | Deposit - \$100 |
| <b>Full Gym Only</b>   | \$150 / night           | Deposit - \$100 | <u>Non-Profit Price</u>   | \$100 / night | Deposit - \$50  |
| <b>During Hours Options</b>  |                         |                 |                           |               |                 |
| <b>Aerobics Rooms</b>  | \$25 / hour             | Deposit - \$50  | <u>Non-Profit Price</u>   | \$20 / hour   | Deposit - \$25  |
| <b>1 Racquetball Court</b>   | \$25 / hour             | Deposit - \$50  | <u>Non-Profit Price</u>   | \$20 / hour   | Deposit - \$25  |
| <b>Special Events</b>  |                         |                 |                           |               |                 |
| <b>Baptism</b>   | <u>Non-Profit Price</u> |                 |                           | \$10 / ½ hour |                 |
| <b>Non-Profit organization must provide proof of 501c (#) status at payment.</b> |                         |                 |                           |               |                 |
| <b>Birthday Party Options</b>  |                         |                 |                           |               |                 |
| <b>YMCA Member</b>   | \$50 for 15 swimmers    |                 | \$2 each swimmer after 15 |               |                 |
| <b>NON-Member</b>  | \$65 for 15 swimmers    |                 | \$2 each swimmer after 15 |               |                 |

Gym volleyball net setup charge: \$20

Extra lifeguard charge over 25 participants:

26-50 \$10 extra, 51-75 \$20 extra, 76-100 \$30 extra, 101-125 \$40 extra, 126-150 \$50 extra, etc...

A \$50 cleaning fee will be added to the rental dues or taken from deposit when any group fails to meet the cleaning requirements.

**Birthday Parties** will be given the use of the Pool Balcony, along with non-exclusive use of pool.

**Reminder: Payment and contract are due 14 days before occurrence of rental.**

## STILLWATER FAMILY YMCA Supervisor's Evaluation

This is to be done at the end of the rental with the group leader. Any extra cleaning done by the YMCA will incur a charge of \$50 or will be taken out of the damage deposit from the rental group.

| Rental Evaluation   |                              |    |                       |                |    |
|---|------------------------------|----|-----------------------|----------------|----|
| <b>Gym</b>  | YES                          | NO | <b>Lobby</b>          | YES            | NO |
| <b>Racquetball Courts</b>   | YES                          | NO | <b>Aerobic Room</b>   | YES            | NO |
| <b>Restrooms</b>  | YES                          | NO | <b>Locker rooms</b>   | YES            | NO |
| <b>Pool area</b>  | YES                          | NO | <b>Pool Lobby</b>     | YES            | NO |
| <b>Pool Balcony</b>   | YES                          | NO | <b>Other Areas</b>    | YES            | NO |
| _____   | YES                          | NO | _____                 | YES            | NO |
| Equipment Evaluation  |                              |    |                       |                |    |
| <b>Sports Balls</b>   | YES                          | NO | <b>Volleyball Net</b> | YES            | NO |
| _____   | YES                          | NO | _____                 | YES            | NO |
| Please explain any "no" responses, and other damage to equipment or facilities or other facilities below: |                              |    |                       |                |    |
|   |                              |    |                       |                |    |
|   |                              |    |                       |                |    |
|   |                              |    |                       |                |    |
|   |                              |    |                       |                |    |
|   |                              |    |                       |                |    |
|   |                              |    |                       |                |    |
|   |                              |    |                       |                |    |
| Supervisor Signature: _____   |                              |    |                       | Date: _____    |    |
| Deposit amount returned: _____  | Date Deposit Returned: _____ |    | Staff Initials: _____ | Check #: _____ |    |
| Comments from director:   |                              |    |                       |                |    |
|   |                              |    |                       |                |    |
|   |                              |    |                       |                |    |
|   |                              |    |                       |                |    |
|   |                              |    |                       |                |    |