



Vigo County YMCA Contract of Facility Rental

This form should be returned to the Y as soon as possible to ensure availability for the requested rental. A rental will not be approved until this form is completely filled out and the rental is paid in full.

Renter's Name: _____ Y Member? Yes No
Address: _____
Contact#: _____ Alternate #: _____
Date requested: _____ Time requested: _____
Type of Event: _____ For Profit or Non-profit
Special requests: _____

Facilities Requested	Equipment needed	# Attending
_____ Meeting Room	_____ Basketballs	_____ # of Adults
_____ 1/2 Main Gym	_____ Volleyballs	_____ # of Youth
_____ Full Main Gym	_____ Volleyball net	
_____ Multipurpose Room	_____ Pickleball net	
_____ Group Ex Gym	_____ Other	

As a renter of the Vigo County YMCA property, facilities or other equipment, I/We hereby waive all rights and claims against the YMCA, its Board of Directors, officers, and/or employees that may develop during use. The aforementioned agrees to assume all liability for proper use, care and maintenance of the facilities/properties during the time the above named facility is being used and compensate the Vigo County YMCA for any damages and or excessive cleaning expense incurred. The YMCA is not responsible for theft, vandalism, etc. The applicant submitting this form and signing below agrees to hold harmless and indemnify the Vigo County YMCA for any losses it may suffer due to applicant's negligence. The aforementioned further agrees to provide his/her own medical liability insurance. I/we also understand and acknowledge that this waiver of liability submitted to the Vigo County YMCA as an agreement was voluntarily signed with full knowledge of the contents and conditions of the rental.

Signature of the renter _____ Date _____

For Office Use Only

Total Balance Due: \$ _____

Staff Signature: _____ Date _____

Approved by: _____ Date _____



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<u>Facility Charges</u>	<u>YMCA Member NonProfit Org</u>	<u>NonMember ForProfit Org</u>
Meeting Room	\$25/hr	\$50/hr
Group Ex Gym	\$25/hr	\$50/hr
Multipurpose Room	\$25/hr	\$50/hr
½ Main Gym	\$40/Hr	\$80/Hr
Full Main Gym	\$60/Hr	\$120/Hr

An additional \$10/hour will be charged for any rentals that take place outside of regular facility hours to cover the cost of YMCA staff.

- All rentals require a **two-hour minimum**.
- Full rental fee must be paid upon reservation of the space.
- A two-week time frame is requested prior to rentals to ensure availability and proper communication between YMCA staff
- Reservation will not be solidified until rental agreement is signed and payment is submitted.
- A \$20 cleaning fee will be charged to any renter who does not clean up after the duration of their rental

Staffing/Cleaning Charges

A YMCA staff person(s) will be on site throughout the duration of the rental. Minimal charges will be added to cover the costs of set up, tear down and cleaning.

Renting Guidelines

1. Facility will not be rented if it will be too much of a distraction for existing programs.
2. Rentals will be done on a first come first serve basis. (A non-member rental will not be bumped for a member rental.)
3. Rentals will be for appropriate activities.
4. A YMCA staff member will be on site throughout the duration of the rental.
5. Rental fee must be paid in full upon signing this agreement.
6. A maximum of 50% refund will be provided if rentals are canceled less than 7 days prior to the scheduled date. (Extenuating circumstance will be taken into consideration).
7. Alcoholic beverages, drugs or any other illegal paraphernalia is not allowed on YMCA property. Should any be found, the renter will no longer be allowed to utilize the facility and will not receive a refund.