



YWCA Facility Rental Contract

A completed Facility Rental Contract and deposit (the greater of one half of the total facility rental amount plus security deposit, if applicable, or minimum of \$25.00) are required two weeks prior to the event date and are necessary to reserve the event date and time.

Payment of the remaining balance is required one week prior to the event date. Groups or persons wishing to utilize the YWCA facilities are encouraged to pay the full amount due at time of reservation.

Cancellations must be received *at least one week* prior to a party or event. Cancellations made less than seven (7) days preceding a party or event will forfeit the reservation deposit.

The YWCA reserves the right to require a certificate of insurance from organizers of events of more than 50 people.

Responsible party (must be aged 18 or older) _____

Organization (if applicable) _____

Address _____

Telephone # _____ **E-mail** _____

Date of event(s) _____

Time of event(s) (Minimum Two Hour Rental)

From _____ am pm To _____ am pm Total Hours _____

From _____ am pm To _____ am pm Total Hours _____

From _____ am pm To _____ am pm Total Hours _____

Event Category (check one):

- Party-Gym
- Meeting
- Tournament
- Party (room only)
- Seminar/class-room
- Athletic League
- Social
- Seminar/class-gym
- Arts
- Other (specify)
- Community
- Children

Brief description:

Facility area requested (please circle):

First Floor Rooms

Levis Room Commercial Kitchen Lobby

Second Floor Rooms

Gym Large Dance Studio Small Dance Studio Kitchen Conference Room
 Offices

Tables/Chairs Requested: _____ Tables _____ Chairs

Special Instructions:

Fees Structure:

| Room | Hourly Rates | | | | |
|-----------------------------------|------------------|----------------------|----------------------|--|--|
| | | 1 st hour | 2 nd hour | | |
| 1st floor rooms | | | | | |
| Levis Room, Lobby | AS IS | \$50 | \$45 | | |
| Commercial Kitchen (only) | | \$20 | \$20 | | |
| 2nd floor rooms | | | | | |
| Gym | | \$65 | \$65 | | |
| Gym (Vendor Fairs) | | \$90 | \$90 | | |
| Large Dance Studio (Piasa) | Up to 30 persons | \$40 | \$40 | | |
| Smaller Dance studio (Judo) | Up to 30 persons | \$35 | \$35 | | |
| Conference Room | | \$25 | \$25 | | |

| | | | | | |
|--|--|------|------|--|--|
| Kitchen additional fee, 2 nd floor | | \$10 | \$10 | | |
| Office space (exclusive) | \$225/ month, wi-fi, mail address, 2 nd floor | | | | |
| Commercial Kitchen (no other facility rental included) | \$20 an hour rate for use of Commercial Kitchen | | | | |

YWCA provides a free half hour before the event for set up and a free half hour at the end of the event for clean-up. YWCA staff will remind renters 10 minutes prior to the end of the event that the event is finishing up.

YWCA is renting the Levis room as is (currently used as a Child Enrichment Site). There are 3 large round tables and additional tables currently.

Large group gym rentals (more than 75 people in the gym) will be required to pay a \$100 security deposit. The security deposit will be refunded within 10 days of the event should the facility be left in good condition (trash removed, items removed from premises, floor clean, bathrooms clean, no damages) as determined by YWCA.

Fee Calculation

| | Fees | Staff Initials |
|---|------|----------------|
| Facility Rental Amount | | |
| Security Deposit (if applicable) | | |
| Total Cost | | |
| Deposit Paid (50% of Facility Rental Amount or \$25, whichever is greater, security deposit if applicable) | | |
| Remaining Balance | | |
| Balance Due | | |
| Date Final Balance Due | | |

OUTPUT UNLIMITED

The YWCA is unable to furnish a PA System currently. If a PA System is needed for your event, we have a local contact, “Output Unlimited”, 618-466-9178, tracy@outputunlimited.com. Tracy Bodenbach has supplied numerous nonprofit organizations with PA solutions in the past and would welcome the opportunity to serve your event.

COVID PANDEMIC and Other Facility Rental Requirements

The U.S. Centers for Disease Control and Prevention (CDC) now recommends that individuals who are NOT fully vaccinated **shall be required** to cover their nose and mouth with a face covering in a public place and are unable to maintain a 6-foot social distance.

Everyone NOT vaccinated over the age of 2 who can medically tolerate a face covering over their nose and mouth must wear one in a public place when unable to maintain a safe distance (6 feet) from others.

If anyone from a facility rental is not in compliance with COVID directives by the State, the group will be asked to leave the facility. Refunds will not be issued.

The following rules apply:

Stay in your specified area. Mask wearing is required if utilizing restrooms (walking through halls).

Sign in and out sheet for all attendees, including contact information (cell phone or email) must be completed.

Facility rentals are available Sunday through Saturday starting at 9 a.m. through 10 pm. Additional hours will be considered but require approval of the Executive Director.

Final payment for facility rental is due one week prior to the event.

YWCA Staff will remind renters roughly 10 minutes prior to the end of the rental that the event is ending in 10 minutes. Renters are required to vacate the YWCA at the time designated on this Facility Rental contract.

Food and beverages may be brought into the facility without prior approval.

All persons using YWCA facilities are required to clean up after their events. Clean up includes wiping down tables and chairs, removing all trash from premises, (trash bags are provided) and sweeping and cleaning floors if needed.

Smoking is prohibited in the facility.

Firearms are prohibited in the facility.

Tables and chairs are included in the rental fee. All tables and chairs must remain inside the facility. If YWCA's supply of tables and chairs is not adequate, you are welcome to

The YWCA reserves the right to monitor, limit and/or discontinue the volume and content of music and other audio during an event.

Any person under the influence of illegal drugs will be expelled from the facility and grounds.

Facility users may be expelled from the facility and YWCA property for disruptive or abusive behavior, including but not limited to use of foul language, fighting, bullying, improper contact with other persons or staff, and failure to comply with facility regulations. Rental fees will not be refunded in such cases.



The YWCA may deny use of the facility to any individual, group, organization, or business at the discretion of the Executive Director.

All requests for facility rental by school age individuals, groups or organizations not associated with the YWCA are subject to prior approval by the Executive Director. Youth groups must be supervised by at least one adult aged 18 or older for every 20 youth. If the group is co-ed, both a male and female supervisor is required.

Organizations, businesses, or groups renting the facility must have at least one designated person present with the group the entire time the facility is used. The designated adult supervisor must check-in at the Front Desk prior to the start of the event. Supervisors are expected to be in the facility at least 20 minutes prior to the start of the event and must stay in the facility until all event participants have left the YWCA grounds.

Rental of the facility does not entitle event participants to use other portion of the YWCA facility not included in the rental agreement.

All rental space must be left in the condition it was found in upon arrival. Facility users will be held responsible for any damage caused by participant use during the event. For large gym rentals (over 75 people) the required \$100 security deposit will be forfeited should the facility not be left in good condition as defined by YWCA.

Children ages 12 and under must always be under the supervision of an adult.

The YWCA is not responsible for the loss or damage of any personal equipment or belongings brought into the facility for use during an event.

Facility users must comply with maximum capacity limitations for facility space. The YWCA reserves the right to cancel or terminate an event that exceeds maximum capacity limitations.

If the event includes use of the gymnasium, event participants are encouraged to enter through the gymnasium (access to parking lot is on George St)

The YWCA reserves the right to refuse facility rentals to any individual, group, organization, or business. The YWCA reserves the right to cancel or terminate an event without a refund of deposit or other fees if the individual, group, or organization fails to comply with the terms of this agreement.

I have read the terms of Facility Use Agreement and I understand and agree to abide by all terms stated herein.

Signature

Date



Liability Release

Please read carefully before signing.

In consideration of being allowed to rent facilities at YWCA, I acknowledge and agree that:

- 1. The risk of injury from the activities involved in this program may be significant, including the potential for permanent paralysis and death, while rules, equipment, and personal discipline may reduce the risk of serious injury.
- 2. I knowingly and freely assume such risk, both known and unknown, even arising from the negligence of the YWCA, and assume full responsibility for my participation herein.
- 3. I agree to comply with the stated and customary terms and conditions for participating in this program. If, however, I observe any significant hazard during my presence or participation in this program, I will remove myself from participation and bring such to the attention of the nearest official immediately; and,
- 4. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, hereby release, indemnify, and hold harmless the YWCA, its officers, agents, and employees, other participants, participating agencies, sponsors, advertisers, and, if applicable, owners of any premises used to conduct the event, (collectively referred to as Releasees) with respect to any and all injury, disability, death, or loss or damage to person or property, whether arising from the negligence of any Releases or otherwise, to the fullest extent permitted by law.

I HAVE READ THE RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT FREELY AND VOLUNTARILY.

Print Name _____ Date _____

I understand that the Levis room and lobby are to be rented as is no other tables/chairs will be added. I also understand that The Child Enrichment program uses these areas and there will be classroom material displayed.

Signature _____ Date _____

I also understand that glitter and confetti may not be used in any YWCA rental area.

Signature _____ Date _____