



YWCA of Alton 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 of Alton 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 Room

Large Dance Studio Offices

Small Dance Studio

Kitchen

Conference

Tables/Chairs Requested: _____ Tables _____ Chairs

Special Instructions:

Fees Structure:

Room		For Profit Org. and/ or Individual Rates		Non-profit or Member Rates	
		1 st hour	2 nd hour	1 st hour	2 nd hour
1st floor rooms					
Levis Room, Lobby		\$50	\$45	\$45	\$40
Commercial Kitchen (only)		\$20	\$20	\$20	\$20
2nd floor rooms					
Gym	Up to 75 persons	\$55	\$50	\$45	\$45
Gym	Over 75 persons	\$70	\$65	\$60	\$55
Large Dance Studio (Piasa)	Up to 30 persons	\$40	\$40	\$35	\$35
Smaller Dance studio (Judo)	Up to 30 persons	\$35	\$35	\$30	\$30



Conference Room			\$25	\$25	\$20	\$20
Kitchen additional fee, 2 nd floor			\$10	\$10	\$10	\$10
Office space (exclusive)		\$275/ month, wi-fi, phone, mail address				
Office space (shared)		\$20 an hour, wi-fi, phone, answering service, mail address				
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.

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 of Alton.

Fee Calculation

	Type of Payment (i.e., cash, cc card, ACH)	Staff Initials
Facility Rental Amount		
Security Deposit (if applicable)		
Total Cost		
Deposit Paid (50% of Facility Rental Amount or \$25, whichever is greater)		
\$100 Security Deposit Paid		
Remaining Balance		
Balance Due		
Date Final Balance Due		



Other Payment Options (For Seasonal Rentals with Terms Agreed Upon by Executive Director)

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.

Facility Rental Regulations

Facility rentals are available Sunday through Saturday starting at 9 a.m. through 11 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.

The contract may be revised (number of hours, space) up to one week prior to the event.

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

All persons using YWCA facilities are expected 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 or cleaning floors if applicable.

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.

The YWCA of Alton 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 of Alton 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 of Alton 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 of Alton 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 of Alton grounds.

Rental of the facility does not entitle event participants to use other portion of the YWCA of Alton 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 gym and restrooms not be left in good condition as defined by YWCA of Alton.

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

The YWCA of Alton 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 of Alton reserves the right to cancel or terminate an event that exceeds maximum capacity limitations.

If the event includes use of the gymnasium, all event participants must enter through the front lobby doors, unless prior arrangements have been made with YWCA.

The YWCA of Alton reserves the right to refuse facility rentals to any individual, group, organization, or business. The YWCA of Alton 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 of Alton, 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 of Alton, 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 of Alton, 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 Releasees 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 _____