



Guidelines for Use of the Facility

Use of the Ymca's Name

Use of the YMCA facilities does not imply endorsement or sponsorship of the event or the group by the YMCA. Publicity shall be designed in such a way that no suggestion of endorsement or sponsorship is implied. All publicity and public mention of the YMCA must be approved in advance by the Executive Director of that YMCA.

Supervision

Each group shall provide a person 25 years or older who is responsible for the enforcement of the standards of conduct defined herein. Youth groups must have at least one such person for each 10 youths (17 and under) unless prior written approval is obtained from the Executive Director of that YMCA in writing. The using group is responsible for preservation of the condition of all areas of the facility, with which they come in contact, including the parking lot and restrooms. The YMCA reserves the right to have one of its staff attend any meeting or event held at the YMCA.

Decorations

All decorations must meet local fire department regulations and be approved by Y staff. They must not damage walls, curtains, woodwork etc. Use of nails, screws, tacks or scotch tape is prohibited. All decorations and their attachments must be removed immediately after the event. Decorating may be done prior to the time of the event if (1) it is completed during normal YMCA hours and (2) the room is available.

Room Arrangement

Room arrangement is the responsibility of the YMCA. Chairs and tables are not to be moved from one room to another without prior permission of the staff, in which they must be returned to their proper room when the event is over. Please see the Equipment Request Checklist for available table sizes and room arrangements.

Catering

The YMCA does not provide food (unless otherwise indicated) for any gatherings that are not YMCA events. The YMCA allows catering service; however, any incidental expenses incurred by the YMCA as a result of such catering shall be paid for by the using group.

Reservations

The Room Rental Application must be completed and submitted along with the deposit no less than 2 weeks prior to the event but not more than 60 days. The room is not considered "reserved", until the following has been received: a \$25 room rental deposit (non refundable), a Facility Use Application, a signed Guidelines for Use of the Facility Agreement, an Equipment Request Form and a Certificate of Insurance (all non-Y groups).

Deposits

A cleaning/security deposit is required. This deposit, less charges for cleaning or damage cost, is refundable within 10 days after the event. In the event clean-up or damage cost exceed the amount of the deposit, the undersigned shall be liable for payment of such cost.

Insurance

Non-YMCA groups are required to name the YMCA as an additional insured on their policy and deliver to the YMCA a Certificate of Insurance in accordance with the requirements of the YMCA policy manual. The "Facility Use Agreement" is to be filled out completely, signed and on file prior to any event. Failure to provide the required Certificate of Insurance will result in the event not being allowed to be held on YMCA of Metropolitan Atlanta premises.

Other General Policy

No member of your group is go into any other area of the building other than the reserved space (children should be monitored by an adult at all times).

All visitors must sign in at the front desk.

Visitors and guests should use the front stairs and elevator to access the meeting rooms.

No alcoholic beverages shall be served or consumed in the building or on YMCA property (this is inclusive of the parking lot).

No gambling is permitted in the building or on the YMCA property (this is inclusive of the parking lot).

No smoking in the building or on the YMCA property (this is inclusive of the parking lot).

Printed Name

Signature

Date