

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 with 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 in 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.

In addition to the regular building service charge, when the YMCA is used during hours that it is normally closed, there is an additional charge for building supervision by a YMCA employee. This fee is paid to the YMCA when the service charges are paid.

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. Decorations 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.

We offer 3 different styles of tables (square, rectangular, and circular) that you may mix and match. The square table measures 3' x 3' and seats 4 people. The round table has a 4' diameter and seats 4 people. The rectangular table measures 1 1/2' x 7' and seats approximately 3. You are welcome to have other tables delivered if these do not suit your needs. All outside rentals must be delivered and pick-up on the same day. Please see the Rental Coordinator if you have questions concerning outside furniture rentals.

CATERING

The YMCA does not provide food for any gatherings that are not YMCA events. The YMCA allows catering services; however, any incidental expenses incurred by the YMCA as a result of such catering shall be paid for by the using group. The use of the bar area in the lobby is restricted.

RESERVATIONS

Facilities may not be reserved more than 45 days in advance. The Room Rental Application must be completed and submitted along with the \$25 deposit 2 weeks prior to the event. The facilities are not considered "reserved" until the application and a signed copy of this agreement is filed with the YMCA, approved by the YMCA's Executive Director or his/her designee, and the required deposit paid and certificate of insurance accepted. The YMCA reserves the right to cancel a prior reservation at any time.

DEPOSITS

A non-refundable deposit is required at the time of application. The balance of payment is due 24 hours prior to the use of the facility. A cleaning/security deposit is required of all non-YMCA groups using the Activity Room or any other rooms with decorations and meals and/or refreshments served. This deposit, less charges for cleaning or damage costs, is refundable within 10 days after the event. In the event clean up or damage costs exceed the amount of the cleaning/security deposit, the undersigned shall be liable for payment of such cost.

CLEAN UP AND DAMAGE COSTS

The person signing this agreement shall also be responsible for an extraordinary cleaning costs or damage to the building or equipment by the using group. For groups making regular use of the YMCA facility, the usage fee may, at the discretion of the Executive Director or his/her designee, be adjusted upward to cover such costs. The YMCA assumes no responsibility for property brought into the building.

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 'Facilities 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.

TIME LIMITATION

30 minutes after the conclusion of the event or no later than 15 minutes prior to the close of the building.

OTHER GENERAL POLICY

No member of your group is to 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 in the registry book.

Use of the bar in the lobby, concession stand area, and playground is not available for rent.

Visitors and guests should utilize the front stairs or elevator to access the meeting room.

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

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

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

Signature

Date