



The South DeKalb Family YMCA

2565 Snapfinger Road * Decatur, GA * (770)987-3500 Phone * (678)418-3521 Fax

Event Rental Application

- This application must be completed, along with a **\$50.00** non-refundable deposit, no later than 14 days prior to the event.
- Reservations are only approved once the application is turned in to the Rental Coordinator for the YMCA, a date has been **confirmed**, a contract has been completed and the deposit has been paid in full.
- Reservations are made on a first come, first serve basis and are not made more than **45 days** in advance.
- The YMCA reserves the right to refuse or cancel any application at their discretion. (YMCA activities take 1st priority)

Please see back for more guidelines.

Renter's Information

Please print clearly

Name _____

Address _____

City _____ State _____ Zip Code _____

Contact Number _____

E-mail _____

Event Information

Date requested _____

Number of guests expected _____

Description of Event _____

Name of Organization (if applicable) _____

Start Time _____ End Time _____

Layout Requested

____ **Theatre Style**– head table and rows of chairs all facing front (ex. lectures, community meetings)

____ **Conference Style**– one large rectangular table with seating around the outside (ex. board meetings)

____ **Party Style**– separate tables for four spread out around the room (ex. birthday parties, baby showers)

Times Available

(Check time slot of your choice)

____ Saturday 11 a.m.– 2 p.m. ____ Saturday 2:30 p.m.-5:30 p.m.

____ Sunday 2:00 p.m. -5:00 p.m.

Please allow time for set-up and clean up of rental area.

Areas Requested

(3 hour increments)

____ **Outdoor Pavilion (\$300.00)**

____ **Gymnasium (1/2 of gymnasium) (\$200.00)**

____ **Activity Room 1 (\$200.00)**

____ **Activity Room 2 (\$200.00)**

____ **Conference Room (\$100.00) (Weekday rentals available)**

____ **Pool Party**

- one hour of swimming

- two hour in Activity Room 1

- \$25 Lifeguard Fee (\$225.00)

(\$50.00 deposit is **not** included in the prices)

For Office Use Only:

Area Requested _____

Fee Charged _____

Non- refundable reservation deposit \$50.00

Total Amount \$ _____

Fee Paid: _____ Balance Due: _____

Balance Paid: ____ / ____ / ____ Amount \$ _____

Staff Initials _____

Date reserved ____ / ____ /20____

Day of the week _____ Time reserved _____

Guidelines for Use of the Facility

Use of the YMCA's Name

Use of the YMCA facilities does not imply endorsement 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.

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.

Room Arrangement

Room arrangement is the responsibility of the Renter. Furthermore, additional tables and chairs are the responsibility of the Renter. There will be 6 tables and 24 chairs available. 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.

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.

Reservations

Facilities may not be reserved more than 45 days in advance. The Event Rental Application must be completed and submitted along with a \$50 non-refundable 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 the 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 will be \$25. 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 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.

Other General Information

- 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.
- No alcoholic beverages shall be served, consumed, in the building or on YMCA property (this is inclusive to the parking lot).
- No gambling is permitted in the building or on YMCA property (this is inclusive to the parking lot).
- No smoking in the building or on YMCA property (this is inclusive to the parking lot).

Renter Signature _____ Date _____

Executive Director Signature _____ Date _____

Rental Coordinator Signature _____ Date _____

