

**Facility Rental Application**

Today's Date \_\_\_\_\_

- After-Hours Party (Saturday 6:30-10 p.m.)
- Lock In (Friday 9:30 p.m. – Saturday 7 a.m.)
- Room/Camp Rental

**Renter's Information**

Name \_\_\_\_\_ Contact Number \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

**Event Information**

Date \_\_\_\_\_ Start and End Time (include set-up and clean-up time) \_\_\_\_\_

Number of Guests \_\_\_\_\_ Name of Organization \_\_\_\_\_

Description of Event \_\_\_\_\_

Bringing Own Food & Drink: Yes or No \_\_\_\_\_

After Hours Party (Max 200 people) (Check all you Request)	Lock In (Max 200 people) (Check all you Request)	Room Rental (Check all you Request) Please complete Equipment Request Checklist for Set-up and Pricing
<input type="checkbox"/> Use of Pool (7-9:30 p.m.) <input type="checkbox"/> Use of Basketball Gym <input type="checkbox"/> Use of Party Room <input type="checkbox"/> Playstation/Wii <input type="checkbox"/> Racquetball Courts <input type="checkbox"/> Pizza & Drinks (\$5/per person)  <b>Cost:</b> \$100 Damage Deposit \$12/per person (1-100) \$11/per person (101-200) <input type="checkbox"/> Pizza & Drinks  30 Person Minimum	<input type="checkbox"/> Use of Pool (9:30-11:30 p.m.) <input type="checkbox"/> Use of Basketball Gym <ul style="list-style-type: none"> <li><input type="checkbox"/> Volleyball</li> <li><input type="checkbox"/> Basketball</li> </ul> <input type="checkbox"/> Use of Party Room <input type="checkbox"/> Game Room (Playstation/Wii) <input type="checkbox"/> Racquetball Courts <ul style="list-style-type: none"> <li><input type="checkbox"/> Movie</li> <li><input type="checkbox"/> Wallyball</li> </ul> <input type="checkbox"/> Pizza & Drinks (\$5/per person)  <b>Cost:</b> \$500 Damage Deposit \$15/per person (1-100) \$12/per person (101-200) <input type="checkbox"/> Pizza & Drinks  50 Person Minimum	<input type="checkbox"/> <b>Activity Room #1</b> <input type="checkbox"/> <b>Activity Room #2</b>  <input type="checkbox"/> <b>Gymnasium</b>  <input type="checkbox"/> <b>Swimming Pool (baptisms only)</b> <i>Saturdays after 6 p.m. only</i>  <input type="checkbox"/> <b>Camp Sandmann</b>  <b>Cost:</b> \$50 Damage Deposit Additional Fees as list above and on Equipment Request Checklist

**Requests are accepted in the order they are received. Requests are not accepted without a complete Reservation Form, the requested deposit, Signed Guidelines for Use of Facility Agreement and an Equipment Request Checklist.**

## Equipment Request Checklist

Renter's Name \_\_\_\_\_ Date of Event: \_\_\_\_\_

### Pricing:

#### Activity Room #1:

Seats: \_\_\_ with tables \_\_\_\_\_  
 \$175/2 hours  
 \$50 each additional hour

#### Activity Room #2:

Seats: \_\_\_ with tables \_\_\_\_\_  
 \$150/2 hours  
 \$50 each additional hour

#### Swimming Pool:

20 person capacity  
 \$50/1 hour, plus \$25 (lifeguard fee)  
 Saturdays after 6 p.m. ONLY

#### \*Camp Sandmann

##### Facility Mem

\$100 for groups up to 50

##### Program/Community Members

\$150 for groups up to 50

*\$5.00 for each additional person over 50*

#### Gymnasium:

250 Person capacity

\$500/5 hours

**Cost for Room Rental:** \$ \_\_\_\_\_

#### Layout Requested for room rental (*check one*):

- Theatre-Style---head table and rows of chairs all facing front
- Classroom Style---head table and rows of chairs and rectangular tables all facing front
- Conference Style---one large rectangular table with seating around the outside
- Party Style---separate rectangular tables for 8 spread out around the room
- Other---Please provide diagram

#### Other Equipment Requested (*check all*):

- |                                    |  |                                 |
|------------------------------------|--|---------------------------------|
| <input type="checkbox"/> TV        | <input type="checkbox"/> Projection Screen | <input type="checkbox"/> Stereo |
| <input type="checkbox"/> VCR       | <input type="checkbox"/> Projector         | <input type="checkbox"/> Laptop |
| <input type="checkbox"/> DVD       | <input type="checkbox"/> Microphone        | <input type="checkbox"/> Other: |
| <input type="checkbox"/> CD Player | <input type="checkbox"/> Podium            | _____                           |

#### Additional Requests/Equipment:

Additional hour in Swimming Pool \$25/hr per 12 swimmers # of hours \_\_\_\_\_ \$ \_\_\_\_\_

Pizza and Drinks \$5 per person # of people \_\_\_\_\_ \$ \_\_\_\_\_

\*Lifeguard for lakefront at Camp Sandmann \$25/hr # of hours \_\_\_\_\_ \$ \_\_\_\_\_

Activity Specialist at Camp Sandmann \$15/hr # of hours \_\_\_\_\_ \$ \_\_\_\_\_

Archery  Arts & Crafts  Mountain Biking

Ropes  Outdoor Cooking

1<sup>st</sup> 10 tables included in room rental, each additional table is \$9... # of tables \_\_\_\_\_ \$ \_\_\_\_\_

1<sup>st</sup> 70 chairs included in room rental, each additional chair is \$2... # of chairs \_\_\_\_\_ \$ \_\_\_\_\_

Plastic tablecloths \$2 each Color \_\_\_\_\_ # of tablecloths \_\_\_\_\_ \$ \_\_\_\_\_

Cloth tablecloths \$8 each Color \_\_\_\_\_ # of tablecloths \_\_\_\_\_ \$ \_\_\_\_\_

### TOTAL:



YMCA

We build strong kids,  
strong families, strong communities.



## 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).

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Printed Name

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Signature

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Date