



Carondelet Park Rec Complex YMCA Rental Information

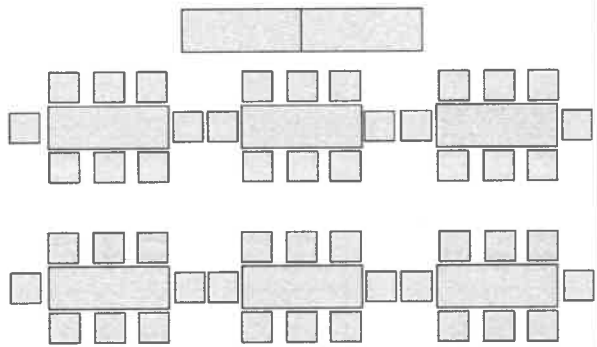
	Respect Capacity: 30	Responsibility & Kitchen Capacity: 30	Respect, Responsibility & Kitchen Capacity: 60
3 hours	\$150 / \$200	\$230 / \$280	\$350 / \$430
4 hours	\$180 / \$250	\$280 / \$330	\$430 / \$500

- **Room Availability: Saturdays & Sundays 1-5 pm**
- **A Facility Reservation Application must be completed and all event details approved by the YMCA.**
- **Room viewings and reservations are by appointment only.**
- **A non-refundable deposit of 50% of the total rental cost is due at the time of reservation.**
- **Deposits may be transferred to a new date with YMCA approval.**
- **Any remaining balance is due two weeks prior to the reserved date.**
- **Renter must provide payment information for a payment to be scheduled for any remaining balance and any additional fees that may be occurred.**
- **The above rental fees are for multipurpose rooms and restrooms only. Event guests do not have access to any other YMCA amenities including but not limited to the pool, teen hub, gym, lobby, fitness center and track.**
- **You may be granted up to 30 minutes of set up time before the start of your rental.**
- **All rental guests must vacate the rental room and all clean up must be completed by the end of the rental time. Failure to comply with these rules may result in additional fees being charged to the payment method on file.**
- **A full list of policies & rules will be provided at time of reservation.**

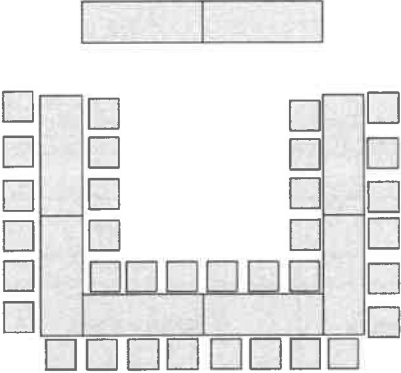
If you have any further questions regarding rentals, please contact Matt Trgovich at 314-897-2071 or matt.trgovich@qwymca.org.

Table Set-Up Options:

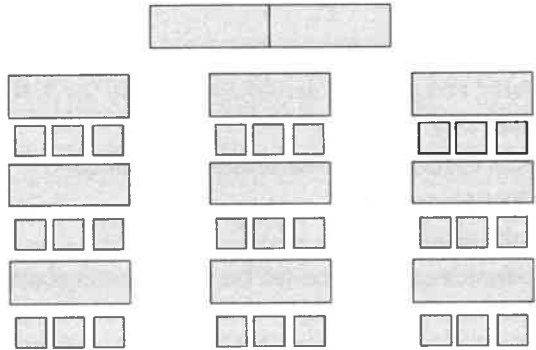
Standard Party



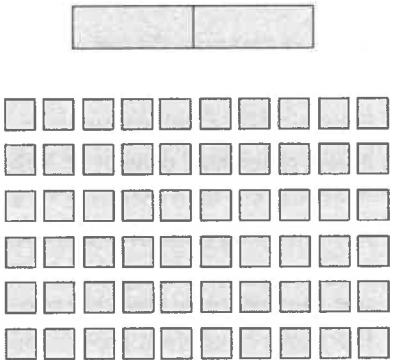
U-Shaped



Classroom



Presentation





Carondelet Park Rec Complex YMCA Rental Agreement

Responsible Party: _____

Daxko ID #: _____ DOB: _____

Address: _____ City, State Zip: _____

Phone: _____ Email: _____

Event: _____

Rental Date: _____ Expected Attendance: _____

Access Time: _____ Rental Start: _____ Rental End: _____

Setup Requested: _____

Room	Maximum Capacity	Time of Use
Respect	30	____ Until ____
Responsibility	30	____ Until ____
Catering Kitchen	NA	____ Until ____

Rental Total: _____

Deposit Paid: _____ Date Paid: _____ Receipt #: _____

Balance Due: _____ **Due Date:** _____

Balance Paid: _____ Receipt #: _____

Notes: _____

Staff Signature: _____ Date: _____

Date Entered in Calendar: _____

Building Reservation Policies & Rules

Updated August 16, 2022

I. INTRODUCTION:

- A. This policy explains the specific regulations under which the Carondelet Park Rec Complex shall make its facilities and equipment available for usage by non-YMCA groups.

II. PREAMBLE

- A. **MISSION:** The mission of the Carondelet Park Rec Complex is to put Christian principles into practice through programs that build healthy spirit, mind and body for all.

- B. **BASIC PURPOSE OF BUILDING AND FACILITIES:** The Carondelet Park Rec Complex conceives its buildings and facilities as vital instruments in accomplishing its mission in the development of sound character, good citizenship and Christian principles. This helps us focus on Youth Development, Healthy Living and Social Responsibility.

- III. **PRIMARY USE:** The facilities and equipment of the Carondelet Park Rec Complex are first and foremost for the use of regularly sponsored YMCA programs and services. When its facilities are not in use by its members, the YMCA, at its discretion, may make certain equipment and facilities available to non-YMCA groups.

IV. SUPERVISION:

- A. Each group shall be responsible for the conduct of their participants. Responsible renter must maintain close supervision of rental guests at all times. Responsible party may not leave the facility.
- B. No youth under the age of 13 can be in the facility without a responsible adult and waiver signed by parent/legal guardian.
- C. All participants are limited to the rental space and do not have access to the rest of the facility.
- D. To support facility staffing and crowding, party attendees are ineligible for free guest passes on the same day as the party they attend.
- E. All participants will be required to follow all current public health orders & regulations while in the facility, which may include but is not limited to wearing a mask while in the facility & social distancing.
- F. An attendance roster of all participants present with phone numbers must be submitted to the Manager on Duty at the conclusion of the rental period.

Initial _____ (I have read, understand and agree to the above terms under Supervision.)

V. RESERVATIONS:

- A. Reservations for the use of the facilities shall be made in advance on the official application form. This application should include a detailed description of event activities that will be included in the approval process. This application must be submitted and signed by the responsible adult leader or officer of each group, with the appropriate deposit.
- B. The 50% deposit must accompany all applications for them to be considered.
- C. All reservations must be approved by the designated YMCA personnel.
- D. To qualify for member rate, person responsible must be an active member in good standing and accept full reservation responsibility as outlined in this document.
- E. To rent the Carondelet Park Rec Complex YMCA for private events, persons must be in good financial standing according to Daxko Operation database user history.
- F. Upon approval, one copy shall be given to the responsible renter and one retained in the YMCA reservation file.
- G. The balance of the event rental fee is due in accordance to the official application form. Renter must pay final balance no later than two weeks prior to their event. Failure to pay balance by the due date may result in cancellation of reservation and forfeiture of deposit.
- H. YMCA requires payment information in the event of violations to this agreement.
- I. Cancellations must be made at least two weeks in advance. All deposits are non-refundable but may be transferrable to a future booking.
- J. Deposit is transferable for a new reservation date with two weeks advanced notice for up to three months out from original reservation date.
- K. In case of cancellation caused by an Act of God, such as storms, flood, etc., all fees shall be refunded except for any actual expenses incurred by the YMCA.
- L. No event items may be dropped off or stored in lobby or hallways prior to rental.
- M. Renters may be granted up to 30 minutes of set up time before the start of the rental period.
- N. Conduct detrimental to the purpose of the YMCA, such as gambling, profane language, fights, abusive behavior or the use of drugs or alcohol is prohibited. Persons violating the rules of conduct will be expelled and, in the sole discretion of the YMCA Staff, the event will be terminated immediately.

O. Rates are subject to change without notice.

Initial _____ (I have read, understand and agree to the above terms under reservations.)

VI. LOSS OF PERSONAL PROPERTY:

A. The YMCA assumes no responsibility for personal property brought into the building.

Initial _____ (I have read, understand and agree to the above terms under loss of personal property.)

VII. PUBLICITY:

A. Use of the facilities does not imply endorsement or sponsorship of the event by the YMCA. Therefore, publicity must be designed in such a way that no suggestion of endorsement and/or sponsorship is implied. **All such publicity shall be cleared with the Executive Director of the YMCA.**

Initial _____ (I have read, understand and agree to the above terms under publicity.)

VIII. REQUIREMENTS FOR CLEANING, VACATING THE RENTAL SPACE, LOSS & DAMAGE:

A. CLEAN-UP IS THE RENTER'S RESPONSIBILITY. The facility will be left in the same general appearance as it was found. Proper equipment will be provided to assist in the clean-up efforts, which your group will need to complete prior to the end of the rental time, as stipulated in the contract. Failure to leave the facility in the same general appearance will incur an additional cleaning fee of \$25.

B. Failure to leave the facility by the end of the agreed upon time will incur an additional late fee. A fee of \$25 will be incurred for leaving up to 15 minutes late. An additional \$25 will be added to this fee for every additional 15 minutes late.

C. The person or persons in charge of the group shall be responsible for all loss or damage to the facilities and/or equipment caused by the group.

D. Any additional fees would be charged to the payment method on file.

Initial _____ (I have read, understand and agree to the above terms under requirements for cleaning, vacating the rental space, loss & damage.)

IX. PAYMENT AUTHORIZATION:

A. I/(We) authorize and request the Gateway Region YMCA to charge my/(our) checking/savings or credit/debit card account for my/(our) fee(s). I/(We) further authorize the financial institution to process these fees. I/(We) understand that Gains Full Service Billing will be the Y's third-party payment processor. I further understand that Gains is authorized to assist with resolving all declined membership dues, programs, and childcare payments and they may contact me on behalf of the Y to attempt to collect an owed balance and/or update my billing information. I/(We) understand fees are non-refundable and non-transferable. If for any reason, a payment is not honored by the financial institution, a return fee will be charged on any returned transaction. I realize I am still responsible for my payment, including the return fee applied by the Y. This is in addition to any service fee my/(our) financial institution may charge. Additional attempts will be made automatically to recover the original balance, and the return fee, and the Y/Gains will notify me/(us) of any issues. The Y will add no additional return fees to my account for additional returns on the same item. Unpaid balances will result in suspension or termination of my/(our) service. I/(We) understand charges are continuous, and it is my/(our) responsibility to notify the Y in person to discontinue my/(our) services and automatic payments. Charges are not dependent on usage. I/(We) understand cancellations/changes must be submitted in writing on or before the deadline outlined in this agreement. If I/(we) notice a discrepancy on my/(our) statement, I/(we) will notify the Y promptly. I/(We) understand refunds are not issued for discrepancies after 90 days. A copy of our most up to date payment authorization is available at gwrymca.org/billing.

Payment Authorization Signature (Must be at least 18 years of age)

Date _____

B. Payment Type: Checking Savings Debit/Credit Card

Last four digits of account/card: _____ Expiration Date (if applicable): _____

Name as it appears on billing method: _____

Billing Address (if different than home address): _____

Initial _____ (I have read, understand and agree to the above terms under payment authorization.)

X. DECORATIONS:

- A. Decorations for an event may be used under the following conditions.
1. All decorations must meet local fire regulations, which are:
 2. All materials must be fire-resistant
 3. No paper of any kind around light bulbs
 4. No open flame is permitted (candles are allowed for birthday cakes, but YMCA host must be notified prior to lighting them)
 5. No Fryers are allowed for any reason
- B. Confetti, Glitter and Silly String and other decorations smaller than a quarter are not permitted.
- C. Permission must be obtained from a YMCA director before any decorations are used.
- D. Nails, thumbtacks and scotch tape are **NOT TO BE USED** on any surface of the building.
- E. All decorations must be completely removed before the end of the event.

Initial _____ (I have read, understand and agree to the above terms under decorations.)

XI. MISCELLANEOUS:

- A. Tables/chairs should not be moved by the group renting the space
- B. Food and drink are limited to the multipurpose rooms **ONLY**.
- C. Any food/drinks brought in must be brought in disposable containers
- D. There is no smoking allowed on the YMCA premises. This includes the parking lot. **No exceptions.**
- E. Absolutely no alcoholic beverages are allowed on the YMCA premises. This includes the parking lot. **No exceptions.**

Initial _____ (I have read, understand and agree to the above terms under miscellaneous.)

I have read, understand and agree to the above policies of the Carondelet Park Rec Complex.

Full Name of Responsible Party (Signature)

Date