



## Rental Agreement Chesterfield YMCA 2026

**Group Name:** \_\_\_\_\_ **Total Rental Fee:** \_\_\_\_\_

**Primary Contact:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**YMCA Member Number / Non-Profit Tax ID (if applicable):** \_\_\_\_\_

**Requested Date:** \_\_\_\_\_

**Requested Time:** \_\_\_\_\_

**Estimated Number of Guests (note children and adults separately):** \_\_\_\_\_

**Reason for Rental:**

\_\_\_\_\_  
\_\_\_\_\_

*All rental agreements will be approved by the Chesterfield YMCA Executive Director*

### Rental Agreements

- As a 501(c)(3) Organization, the YMCA cannot support or host a political entity/affiliation, and reserves the right to say no to any organization that does not align with its values.
- I understand that I am responsible for setting up tables and chairs.
- I understand no decorations, paper products, or staffing will be provided. A day of contact will be available in the building for any questions or concerns.
- I understand that the Chesterfield YMCA is a smoke-free, weapon free, and alcohol-free facility.
- I understand the YMCA is a childcare facility, and individuals over 18 must be cleared at the front desk prior to entering. For every 10 children under 13, an adult must be present.
- I understand I am responsible for cleaning up after the event. Tables and chairs will be put away by YMCA staff.
- I understand that open flames and hot plates will not be allowed.
- I understand that painters tape is the only thing allowed to be stuck to the walls. Glitter is not allowed.
- I understand that I cannot solicit YMCA members, but can speak freely when approached.

Payment will be collected as card, cash, or check. Checks must be made out to the Chesterfield YMCA. Bounced payments will have a \$25 processing fee and must be paid in full before the event.

### Cancellation Policy

- All rentals must be canceled with a 72 hour written notice to receive a refund; there will be a \$25 service charge. Unless there are extenuating circumstances as reviewed by the Membership Director, a full refund will not be processed before the cancellation window.
- If the YMCA cancels, there will be a 100% refund.
- More than two cancellations will hinder future rentals.



**Please select from rental options below:**

Availability is dependent upon additional bookings and room availability at the requested time.

**COMMUNITY KITCHEN**

Weekday Availability 8:00am - 7:00pm

Weekend Availability Saturday 9:00 am - 4:00 pm

| Rental Length   | Member or Non-Profit | Non-Member or Business | Reservation Requirement | Full Payment Due |
|-----------------|----------------------|------------------------|-------------------------|------------------|
| 3 hours or less | \$300                | \$400                  | 2 week notice           | Time of booking  |
| 4 hours or more | \$450                | \$550                  | 2 week notice           | Time of Booking  |

**The above rental fees include:**

- Holds up to 30 People
- Private Bathroom
- Rolling trash can for clean up
- Public Wi-Fi.
- Refrigerator, Microwave, Sink
- All users will need to supply their own utensils, dinnerware, cooking supplies and serving supplies
- If you need to use appliances, an additional fee will be assessed due to staffing.

**SMALL CONFERENCE ROOM**

Weekday Availability 9:00 am - 7:00 pm

Weekend Availability Saturday & Sunday 9:00 am - 4:00 pm

| Rental Length     | Member or Non-Profit | Non-Member or Business | Reservation Requirement | Full Payment Due |
|-------------------|----------------------|------------------------|-------------------------|------------------|
| Less than 2 hours | \$150                | \$250                  | 2 week notice           | Time of booking  |
| More than 2 Hours | +75/hour             | +100/hour              | 2 week notice           | Time of Booking  |

**The above rental fees include:**

- YMCA will provide use of TV and HDMI cable for presentations
- Maximum of 10 people in the room at one time.
- Rolling trash can for cleaning up.
- Public Wi-Fi.



## LARGE CONFERENCE ROOM

Weekday Availability 9:00 am - 7:00 pm

Weekend Availability Saturday & Sunday 9:00 am - 4:00 pm

| Rental Length     | Member or Non-Profit | Non-Member or Business | Reservation Requirement | Full Payment Due |
|-------------------|----------------------|------------------------|-------------------------|------------------|
| Less than 2 hours | \$200                | \$325                  | 2 week notice           | Time of booking  |
| More than 2 Hours | +75/hour             | +100/hour              | 2 week notice           | Time of Booking  |

### The above rental fees include:

- YMCA will provide use of TV and HDMI cable for presentations
- Maximum of 15 people in the room at one time.
- Table/chairs included
- Rolling trash can for cleaning up.
- Public Wi-Fi.

**Signature of Renter agreeing to above terms:**

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**Signature of Membership Director:**

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**Date:** \_\_\_\_\_