

Emerson Family YMCA

Facility Rental Information/Guidelines

(All rentals must be booked at least 2 weeks in advance to the event date.)

(All pool rentals must be booked a month in advance.)

Rental/Facility Modifications

- Any food/drinks brought in must be brought in disposable containers.
- Participants are only allowed to be in spaces that they have rented.

General Guidelines

- All rentals are subject to availability and approval from Emerson Family YMCA staff. There is no guarantee your requested date/time will be available.
- Rentals are permitted during business hours* and can begin no earlier than 2-hours after the branch opens and must conclude 1-hour prior to the branch closing. With the exception of specific program days. Branch and rental hours are outlined below:
 - o Monday - Thursday: 5:30am-10pm (rental hours: 7am-9pm)
 - o Friday: 5:30am-9pm (rental hours: 7am-8pm)
 - o Saturday: 8am-6pm (rental hours: 9am-5pm)
 - o Sunday: 10am-4pm (rental hours: 11am-3pm)
- *Rental requests taking place after business hours are subject to double fees for all rates and will require a Facility supervisor.
- Renters have use/access to the space they rented and restrooms located in the immediate area.
- Room will be set up with tables and chairs based upon the expected attendance on set-up form (see below and complete set-up request form).
- If special setup is requested, it must be noted on the rental agreement at signing.
- All decorations must meet local fire department regulations and be approved by YMCA Facility Supervisor. 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.
- No confetti, glitter, silly string may be used.
- Chairs/tables are not to be moved from one room to another.
- Smoking is not allowed in the YMCA Facility or on campus.

- 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, at the sole discretion of the YMCA Staff, the rental will be terminated immediately.
- Any equipment brought into the facility by the renter must be approved in advance and on the rental agreement and additional supervision may be required at the renter's expense as directed by the YMCA Supervisor.
- No inflatables are permitted in any of the rooms.
- All guests must enter and exit using the front lobby entrance, materials for the event must be brought in using the lobby entrance as well.

Food and Drink

- Food and drink are allowed in the Facility only with the prior written approval of the YMCA Facility Supervisor in areas and under terms agreed to with the Renter.
- Food, cake and beverages may be brought in from any vendor. **Alcohol is prohibited.**
- Open flames are strictly prohibited.

Set-up/Clean-up

- All rooms or spaces utilized for rentals will receive a cleaning before and after the rental **(\$50 cleaning fee).**
- Renters must dispose of all trash, excess food, and remove all decorations **(failure to do so will result in an additional \$50 fee).**
- Renter clean-up is included in the total rental time and must be completed by the end of the agreed upon rental period.
- Guests may have access to the rented room no more than 45 minutes (complimentary) prior to the event, if more time is needed it must be purchased at the hourly rate.

Payment

- A 50% non-refundable deposit is required for booking a room rental. The entire balance of the party must be paid in full one week prior to the event.
- If the balance is not paid in full one week prior to the event, the room reservation will be considered canceled and the deposit will not be returned.
- If an event is canceled for any reason, the customer is able to reschedule the event one time at a later date within 6 months of the cancellation date.
- Refundable deposit for Incidentals: \$150 for group 25 or more.



Updated 02.2025

I have read and agreed to the above listed rules and guidelines. I understand that the above regulations will be strictly enforced and failure to abide by them could result in termination of the event.

Signed: _____

Printed Name: _____

Date: _____

****Please provide a signed copy of this form prior to your event date. If this form is not on file prior to the event, you will be asked to sign one upon check-in.**

It is our pleasure to provide you and your guests with a safe and fun environment for your occasion. Please let us know ahead of time if there is anything else we can do to make your event as pleasurable and run as smoothly as possible.

Sincerely,

Emerson Family YMCA



Updated 02.2025

DATE TO BE USED _____

EXPECTED
ATTENDANCE _____

EVENT TIME _____

TYPE OF MEETING/ACTIVITY _____

PERSON IN CHARGE OF GROUP _____

ORGANIZATION _____ Phone/Cell _____

ADDRESS _____

EMAIL _____

NOTES: _____

Facility	Fee (per hour)	Max. Capacity (chairs only)	#Tables/ Guests	Time of use (start/end)	Total Hours	Cost
Hub (Group Ex Studio)	\$125	100				
Multipurpose Room	\$80	65				
Gym (half/whole)	\$100/\$175	75/150				
Pavillion/ Sports Field	\$75	75				
Meeting Room (Off Lobby)	\$100	75				
Kitchen (sole rental)	\$75	10				
Kitchen (Add on)	\$50	12				
Pool	\$150	35				
Yoga Studio	\$80	50				

Member # _____

Printed Name _____

Signature _____

Date _____

Cleaning Fee

\$50.00

***Refundable Incidental
Charge**
(Groups 25 or more)

\$150

**50% Non-Refundable
Deposit**

Total Due

Balance Due

I have read and agreed to the above listed rules and guidelines. I understand that the above regulations will be strictly enforced and failure to abide by them could result in termination of the event.



Updated 02.2025

GATEWAY REGION YMCA
Facility Rental -- Participant Liability Waiver
Updated 11.2024

INDEMNITY AGREEMENT. I hereby waive any claim of liability and will hold harmless the Gateway Region YMCA, its officers, directors, trustees, agents, and employees for any bodily injury to me incurred while I am participating in any program held at a YMCA facility. I also waive any claim of liability and hold harmless the Gateway Region YMCA described above for injury or contraction of any illness or medical condition including but not limited to COVID-19 that might result from participation in sports programs or other gatherings held at a Gateway Region YMCA facility. In addition, I understand that the YMCA is not responsible for my personal property nor is my participation in a program run by an organization that has rented space from the YMCA to be construed as a membership at the YMCA. I agree to myself/my child participating in a program held at a YMCA facility and that I/he/she will abide by the Gateway Region YMCA standards and guidelines, including having a health screening each time I enter a YMCA facility, and abiding by social distancing requirements and other rules designed to prevent the spread of contagious diseases. I further agree that I will not hold the YMCA, its directors, officials, agents, employees and volunteers responsible in case of accident or injury. I understand that no accident insurance is provided. I also agree to abide by the Gateway Region YMCA standards and guidelines. I acknowledge that I am over the age of eighteen (18) years. I acknowledge that I have carefully and completely read and understand the terms contained in this release and waive legal liability and voluntarily accept and agree to all such terms.

Self*/Parent/Guardian Signature: _____ Date: _____

RULES & POLICIES. I understand I/my child may be subject to daily health checks and may not be permitted access to the facility if I/he/she: (a) is ill or exhibiting symptoms of illness, including without limitation any symptoms of COVID-19 per the most up to date guidelines provided by the Center for Disease Control (CDC) (which currently include fever, cough, loss of taste/smell, and shortness of breath), or has not been fever free without medication for 72 hours; (b) has traveled outside the United States or to a high risk area in the past 14 days; (c) has had contact with any person being tested or with confirmed COVID-19 in the past 14 days; or (d) has had contact with anyone who has been instructed to self-quarantine in the past 14 days. Wellness criteria are subject to change based on guidelines provided by the CDC or local health authorities.

Self*/Parent/Guardian Signature: _____ Date: _____

*Participants must be over 18 to sign Liability Waiver themselves. Adult signature represents self and may also include members of immediate family participating in the same program.

Adult may also sign as parent/guardian of a minor.

Please initial here to acknowledge _____

Emerson Family YMCA Facility Rental

Set-Up Request Form

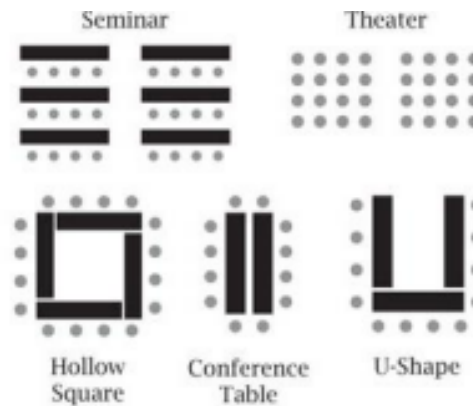
Date of Event: _____

Time of Event (start/end): _____

Expected Attendance: _____

Room Location: _____

Room Set-Up (select from below options): _____



YMCA Staff Use Only:

Facility Supervisor (as needed): _____

Staff Responsible for Set-up: _____

Confirmed Set-up date/time: _____

Day of Event Contact (if no Facility Supervisor): _____

Email: _____

Phone: _____