



KIRKWOOD FAMILY YMCA

Multipurpose Room Rental Information & Agreement

BOOKING YOUR RENTAL

- Reservations must be made at least 3 weeks in advance.
- Payment is due in full at the time of booking to secure your space & date.

RENTAL FEE

- Blue Room Fee: \$50 per hour
- Fee includes set up and break down of table and chairs

ROOM DIMENSIONS & CAPACITY

- Room dimensions: 26 feet long by 21 feet wide
- Room Capacity: 25 people
- Rentals must be confirmed with number of people attending at the time of reservation

FOOD, DECORATIONS & SET-UP

- The earliest the group can gain access to the room prior to the scheduled rental time is 15 minutes.
- No alcoholic beverages allowed.
- The Kirkwood Family YMCA does not have a refrigerator to keep food or drinks.
- If you choose to bring decorations, you may use masking tape only. To decorate with anything out of the ordinary, please contact us for approval prior to rental date.

CLEAN-UP

- Please remove all decorations after your designated rental time ends. Trash cans will be provided in the Core Studio to discard cups, plates, wrapping paper, etc

RENTAL CANCELATIONS/RESCHEDULES

- There is a non-refundable \$30 cancelation/\$15 reschedule fee.
- If the YMCA cancels, we will reschedule or issue a full refund of your payment.

RENTAL DATE: ____/____/____ RENTAL TIME: ____:____ to ____:____ TOTAL FEE DUE: \$_____

PURPOSE OF RENTAL:_____ NUMBER OF EXPECTED ATTENDEES: _____

INDIVIDUAL/ORGANIZATION RENTING SPACE:_____

ADDRESS: _____ CITY:_____

STATE: _____ ZIP:_____ PHONE NUMBER: (____) _____ - _____

EMAIL ADDRESS:_____

I understand and will comply with the Kirkwood YMCA Rental information and agreement provided above.

INDIVIDUAL/ORGANIZATION SIGNATURE _____ TODAY'S DATE _____

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FOR OFFICE USE ONLY

RECEIPT # _____ RECEIVED BY _____ APPROVED BY _____ COPY GIVEN TO MAINTENANCE _____