



Tri-County YMCA of the Ozarks

FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Facility Use Request Form

950 Airport Road, Osage Beach, MO 65065*Phone 573-348-9230*www.lakeymca.org

Name/Organization: _____

Phone Number: _____

If you are an organization, are you classified as a 501(c)(3) or non-profit? Yes No

Facility Requested:

- Gymnasium (Please circle one: Basketball, Volleyball or Other)
- Gymnastics Area
- Aerobics Studio
- Blue Room

Date requested: _____

Time requested: _____

Type of event: _____

Estimated number of people: _____

Ages (please note that children cannot be left unattended): _____

(15 people to 1 adult chaperone/supervisor)

Rental Fees:

Gymnasium, Aerobics Studio, Gymnastics Area OR Blue Room

- YMCA Members \$50.00 per hour
- Non-Members \$75.00 per hour

Deposit: \$100.00 refundable deposit required 2 weeks prior to event. Must be cash or check.

Full Facility for Overnight Lock-In:

- 1-50 people \$425.00
- 51-100 people \$525.00
- 101-150 people \$750.00

Deposit: \$500.00 refundable deposit required 2 weeks prior to event. Must be cash or check.

Additional Info: _____

Submit form to Tri-County YMCA Front Desk Attendant

Date Received: _____	<i>For Office Use Only</i>
	Contact Applicant: _____
Insurance Form Recv'd: _____	Date Deposit Paid: _____
	Payment Type: _____



Tri-County YMCA of the Ozarks Facility Use Policies

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1. The Tri-County YMCA of the Ozarks reserves the right to refuse any and all facility use applications. All reservations for functions are made upon and subject to the rules and regulations of the Tri-County YMCA of the Ozarks and are subject to the terms and conditions described herein. It is the responsibility of the undersigned to completely inform their guests, agents, employees and vendors/contractors concerning their obligations under this agreement.
2. A designated person at least **21 years of age** shall be **responsible** for the conduct of the group. For every 15 children (18 and under) in attendance, there shall be at least one adult (18 and older). Groups must provide at least one adult of each gender for locker room supervision.
3. Conduct contradicting the organizations philosophy such as gambling, alcohol or drugs is prohibited. Any tobacco/alcohol use is not permitted anywhere on YMCA property.
4. Firearms, weapons and hazardous materials are not permitted anywhere on YMCA property. ("Hazardous Materials" mean explosives, fireworks, radioactive material or other hazardous substances.)
5. Groups and individuals must follow posted rules for each of the facility rooms.
6. Groups/contractors/vendors renting the YMCA must carry liability insurance which would cover them in the event of an accident. **A Certificate of Insurance**, naming the Tri-County YMCA of the Ozarks as additional insured is required and must be submitted five (5) business days before the rental date. Coverage must be a minimum of \$1,000,000 per occurrence. The rental group and the person in charge are liable for all damages to any equipment or parts of the building damaged during the rental. The rental group is also responsible for supervision of participants, their well-being, insurance and medical treatment.
7. The YMCA will have the authority to cancel a rental at any time, in which case the deposit or unused portion of the rental fee will be refunded within 10 business days. A refund will also be made when events are canceled by an act of God, i.e. weather or natural disasters.
8. Deposit of \$100.00 must be made at least fifteen (15) business days in advance of the rental date unless otherwise specified by the YMCA. Deposit is refundable if cancellation is made 10 business days prior to rental. The \$100.00 deposit will be refunded within 15 days after the facility rental if the facility is left clean as specified in #9 below. Failure to make payment may result in the loss of reservation. The entire facility rental payment is due at time of use unless prior payments arrangements have been made. If the estimated number of participants changes, the YMCA must be notified 24 hours in advance.
9. Entertainment, decorations and tenting must be approved in advance by the YMCA.
10. Set-up, break down and clean-up is the responsibility of the rental group. Should the facility not be cleaned, the rental group will be charged \$20.00 per hour for cleaning services, minimum of 2 hours with this being withheld from the \$100 deposit. All equipment/supplies must be returned to its original location, unless otherwise specified. All equipment/YMCA property must be left in its original condition. If needed, floors should be swept and/or mopped and carpeted areas vacuumed. Any damages caused by the rental group will be billed for the actual charges (after deposit is applied). Following the rental time and after clean-up a YMCA staff person will accompany the group leader/person in charge and check the facility for cleanliness or damages.
11. Use of the facilities does not imply endorsement or sponsorship of the event by the YMCA. Therefore, publicity shall be designed in such a way that there is no suggestion of endorsement. Publicity should include only the name and location of the building. **Under no circumstances should the YMCA logo be used on any advertisement.**
12. The YMCA reserves the rights to have its staff attend any meeting held by non-YMCA groups during the facility rental. Failure to allow staff entrance may result in the cancellation of the rental.
13. For overnight rentals, anyone leaving the building will not be allowed back in without the consent of both the YMCA Building Supervisor and the group leader/person in charge.
14. The YMCA is not responsible for theft
15. The YMCA Building Supervisor on duty has the right to control or expel any individual or group that does not follow these policies.

The undersigned hereby agrees to exercise caution in the use of the facilities and agrees to hold the Tri-County of the Ozarks, its officers, representatives and employees harmless for any and all claims, actions, damages, liabilities, costs and expenses by any party including guests of user, resulting from the use of said facilities.

The applicant further agrees to reimburse the Tri-County YMCA of the Ozarks for any and all damages arising from the use of said facilities.

The applicant acknowledges to have read the Facility Use Policies regarding the use of the Tri-County YMCA of the Ozarks facilities which are part of this application and agrees to abide by them in their entirety.

Printed Name/Organization: _____

Signature: _____ Date: _____