

GENERAL RESERVATION INFORMATION

The Lakewest Family YMCA welcomes approved outside groups in using the facility. Please note that in order to best serve our members, YMCA functions and programs hold priority over outside rentals and will not be displaced by a rental.

FACILITY USAGE CONDITIONS

1. Facility availability During Open Hours

Monday – Thursday : 8:00am- 8:00 p.m.

Friday 8:00am-7:00pm

Saturday 8:00am-12:00 p.m. **RENTALS END BY 11:00 PM**

After-hours rentals may be held for additional fees. Dates & Times are limited.

***YMCA functions and programs hold priority over any outside groups**

2. The YMCA reserves the right to deny allow the use of the facility to groups that are political in nature, controversial, not in line with the YMCA and its mission or otherwise deemed inappropriate.
3. The YMCA reserves the right to require a Certificate of Insurance with the YMCA named as an additional insured at its sole discretion.
4. The YMCA does not guarantee the security of equipment or materials that groups bring into the facility.
5. The user is liable for care & protection of the YMCA facility and shall be charged for any damages sustained to the property and premises.
6. Sufficient chaperones must accompany all youth groups. For children 12 years old and under there must be 1 adult for every 15 children. For young adults 13 years and older there must be one adult for every 25 participants.
7. All groups must adhere to YMCA facility rules and YMCA staff instruction.
8. The fitness equipment is not to be used during any rental.
9. **The facility must be left in the same condition as before the event. A member of the YMCA staff will check the room prior to departure. The return of your deposit depends on the cleanliness of the facility. Deposit will be refunded by check within 10-14 business days.**
10. Youth or children's groups must be supervised at all times by responsible adults provided by the sponsors of the activity.
11. Carrying a firearm on the premises is prohibited. This includes persons licensed to carry a concealed handgun pursuant to state law.
12. **NO alcoholic beverages will be permitted on the premises – Inside the YMCA or on YMCA property**
13. Reservations must not be made more than 2 months in advance and **no less than 7 days** in advance.
14. Groups must specify the maximum number of participants when they reserve the room. No increases in the number of participants will be permitted without prior authorization of the YMCA.
15. The YMCA cannot accept delivery of equipment or materials for an external group. If materials or equipment must be delivered prior to the event, someone from the outside group must be present to accept & physically handle materials. Storage in the rented space is at the group's own liability. Rental fees will be assessed for the time the materials are stored.
16. **Groups will not be allowed to set up more than 60 Minutes prior to their rental without paying for additional hours.**
17. Groups staying beyond their scheduled time will forfeit their deposit and also pay the hourly rate for additional time in the building.
18. **Groups may not displace other YMCA functions or regularly scheduled programs for the purpose of setting up prior to their event.**

19. CANCELATION POLICY

- a. **Prior to Deposit being paid (within 7 day so of reservation) No Penalty**
- b. **30+ Days prior to event: 75% refund of deposit**
- c. **15 to 29 Days prior to event : 50% refund of deposit**
- d. **7 to 13 days prior to rental: 25% refund of deposit**
- e. **6 days or less prior to rental: NO REFUNDS**

BUILDING STANDARDS

1. Nothing is to be attached to the walls with nails, tacks or staples.
2. Smoking is not allowed anywhere within the YMCA Facility.
3. Flames, candles or incense is not allowed in the YMCA Facility.
4. The renter may relocate furniture within the assigned room. No other furniture or equipment within the building may be

moved.

5. Snacks, soft drinks and catered meals are allowed. These must be contained and consumed in the room that is being rented. Outside groups must bring in their own ice for use in coolers.
6. Cleanup – All trash must be picked up put into the dumpster. Setup and breakdown of room is the responsibility of the group.
7. The Lakewest YMCA **DOES NOT** allow any **RED or PURPLE** Punch Drinks

RESERVATION PROCEDURES

1. **Reservations** will be confirmed only after the deposit has been paid and the renter has read, agreed to abide by and signed the policies.
2. **Payment** for the facility must be received on the Friday before the event. If payment is not received, the event will be cancelled by the YMCA and the outside group will forfeit their deposit.
3. **Questions? Contact: Cheryl Curry @ (214) 630-9880 or cherylc.lakewest@ymcadallas.org**
- 4.

FEE STRUCTURE

___ **Security/Cleaning Deposit – ALL GROUPS – SEE CANCELTION POLICY ABOVE**
\$200

LAKEWEST YMCA

___ **Large Multi-Purpose Room** (Min. 2 hours, max. 5 hours/business day, up to 200 people)
 ___ \$100/hour Community
 ___ \$75/hour YMCA member
 ___ \$80/hour Non-Profit Groups (copy of approved 501c3 certificate required)

___ **Gym (Minimum 2 hours)**
 ___ \$75/hour Community
 ___ \$50/hour Non-Profit Groups (copy of approved 501c3 certificate required)

___ **Pool (Minimum 2 hours, Maximum 4 Hours; Up to 50 swimmers, \$10 additional 25 swimmers)**
 ___ \$75/hour Community
 ___ \$65/hour Non-Profit Groups (copy of approved 501c3 certificate required)

___ **\$40 Kitchen** – The Kitchen may be added to rentals for an additional \$40

___ **After-hours rentals are an additional \$20/hour plus possible security at the YMCAs discretion.**

<u>Date and Time of Event</u>	<u>Number of Table/Chairs</u>	<u>Outside Food</u>	<u>Certificate of Insurance</u>
Date: _____ Start time: _____ End time: _____	___ Yes ___ No How many? _____	___ Yes ___ No	___ Yes ___ No
<u>Meeting Type:</u> Community _____ Business _____	<u>Type of Event:</u> Reception: _____ Reunion: _____ Dinner Party _____	<u>Type of Sporting Event:</u> Charity: _____ Benefit Game: _____ Tournament: _____	

LAKEWEST FAMILY YMCA RESERVATION CONTRACT

Name of Requesting Organization: _____

Name of Contact: _____

Phone Number: _____ **Fax Number:** _____

Mailing Address: _____

City: _____ **Zip Code:** _____

Email Address: _____

Name of Event/Meeting: _____

Today's Date: _____ **Deposit Due Date:** _____ **Rental Fee Due Date:** _____

Event Classification (Please Check One)

TOTAL FEES DUE: _____ **+ \$200 Deposit**

Deposit Paid: _____ **Receipt Number:** _____ **Staff Initial:** _____

Balance Paid: _____ **Receipt Number:** _____ **Staff Initial:** _____

I understand and agree to the rental policies and fees set forth by the Lakewest Family YMCA, including any damages incurred during any rental.

Signature Date

Rental/Facility Director Signature Date

YMCA MISSION: To put Christian values into practice through programs that build healthy spirit, mind and body for all.

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15 to 29 Days prior to event:	50% refund of deposit
7 to 13 days prior to rental:	25% refund of deposit
6 days or less prior to rental:	NO REFUNDS