



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

RENTAL REQUEST

Today's Date: _____

Date of Event: _____

Day of Week: _____

Time of Event: _____ AM/PM until _____ AM/PM

Type of Event: _____

Are you charging admission? YES / NO (circle one) If yes, how much? \$_____ Number of attendants: _____

Building and Ground Request (check all that apply):

- Meeting Room Gymnasium (Priebe) Gymnasium (Jaycee) Pool Parking Lot Youth Center
 Other _____

Contact person: _____

Name of organization (if applicable): _____

Certificate of Insurance Policy Number (if applicable): _____

Address: _____

City/State/Zip: _____ Phone Number: _____

Email Address: _____

I have read and fully understand the rental policy and agreement:

Signature _____ Date _____

RENTAL FEES - \$200 deposit

Meeting Room - \$25/hr non-profit, \$50/hr profit (During business hours only)

Pool - \$40/hr non-profit, \$60/hr profit (Only during open hours and does not include additional lifeguards if needed)

Gymnasiums - \$35/hr non-profit, \$70/hr profit (During business hours only)

Parking Lot - \$100 refundable deposit, \$5/vehicle (During non-staffed business hours only)

Youth Center - \$25/hr. non-profit, \$50/hr. profit (During business hours only)

For office use only:

Date Processed: _____ APPROVED / DENIED (circle one) Total Amount: _____

Deposit: _____ Deposit to be paid by: _____ (date) Balance: _____

Balance to be paid by: _____ (date)

BUILDING RENTAL POLICY

- This policy prescribes the specific regulations under which the Geneva Lakes Family YMCA may make its facilities and equipment available for use by non-YMCA groups. Any questions concerning the interpretation of this policy should be referred to the Geneva Lakes Family YMCA by calling 262-248-6211.
- All meetings may only take place during our normal hours of operation or prices may be subject to regular rental rates (see rate sheet).
- Primary Use: The facility is provided first for the use of regularly scheduled YMCA programs and services. When not in use by YMCA programs we may make certain rooms available.
- **NON -YMCA GROUPS**
 - A. The facility of the YMCA will be available only to non-YMCA groups that meet the following qualifications:
 1. Groups whose general objectives are in harmony with the principles and objectives of the YMCA and do not seek to exploit the YMCA name of constituency.
 2. Groups which are willing and able to take responsibility of their activities and for the facilities and equipment which they use and are willing to abide by rules of conduct.
 3. Groups that are known to the YMCA. Any group not known shall be asked to present a written statement of purpose, for the reason for meeting and name of its officers or leaders.
 - B. The YMCA Directors may decide whether any group qualifies for the facility use under this policy and reserves the right to cancel any use agreement any time.

STANDARDS OF CONDUCT

- Smoking, use of smokeless tobacco, alcohol, violent behaviors, abusive language, and other forms of detrimental conduct is prohibited. Any violations are grounds for immediate departure.
- Geneva Lakes Family YMCA is NOT responsible for any items lost or damaged while renting the facility. The use of the YMCA does not imply endorsement or sponsorship of the event in any way by the YMCA, and the use of the YMCA name or logo in any forms is prohibited.
- The completion of a Rental Request Form is required. After completion of form you will be called to confirm dates and times rental is requested. If there is space available you will be asked to bring the necessary fees.
- **Parking lot rentals** must comply with meeting beforehand with YMCA staff, ensuring all vehicles are parked in the designated spots in the back of the property, and ensuring the grounds are left as they were found. Non-compliance will result in forfeiture of deposit. The YMCA is not responsible for any damage to vehicles or any lost or stolen property.

The Geneva Lakes Family YMCA is NOT responsible for injury to anyone participating in any and all activities during the time of the rental agreement.

My signature certifies that I have read and agree with the policy

Date