



**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## Johnston YMCA Facility Rental Request Form

Client Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Number: \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Requested Day(s) and Time(s): \_\_\_\_\_

Purpose for Room Rental - Please describe in as much detail the event:

\_\_\_\_\_  
\_\_\_\_\_

**Rooms Available: Please indicate all applicable rooms/areas you are requesting**

**Trolley Room: Capacity: 45**       **Aquatics Area: (does not include steam room/sauna)**  
 **Gymnasium:**       Pool (Baptism)  
 Whole Court       Lane Rental  
 Half Court       **The Hut: Capacity: 80**  
 **Multipurpose Room: Capacity 36**

**Chairs, quantity** \_\_\_\_\_       **Tables, quantity** \_\_\_\_\_

### Regulations for Reserving Space:

1. All rental requests must be made at least three (3) weeks prior to the proposed activity.
2. All rentals will be charged according to the rental fee schedule. Half of the full fee is considered a non-refundable deposit.
3. Cancellations must be submitted in writing at least two (2) weeks prior to event. Email is acceptable.
4. The balance of rental fee is due before group takes possession of the rented space.
5. Rental fees can be paid in cash, check, money order or major credit card made payable to the Johnston YMCA.
6. Reservations are available during normal YMCA operating hours (M-F 6am-9pm, Sat 8am-5pm, Sun 12-5pm) and must conclude at least 30 minutes prior to the YMCA closing of facility.
7. No alcoholic beverages, drugs, weapons or liquids containing red dyes are allowed on the premises.
8. Food and beverages are restricted to designated areas and requires prior approval.
9. All trash and debris must be removed immediately following the event and placed in trash receptacles provided by the YMCA.
10. Groups are required to leave the rented space in the same condition it was found.
11. Groups are required to set up and take down the chairs and tables needed for the event unless prior arrangements are made with YMCA staff. Set Up fees may apply.
12. A representative of the group must sign for all equipment borrowed from the YMCA and will be responsible for any damages.
13. Children must be supervised at all times and in all areas of the YMCA.
14. Delivery information (including time/date and location) must be approved by all appropriate YMCA staff.
15. Renting space does not give parties access to the facility and therefore group must remain within the rented area.

*I verify that I have read and understand the Facility Rental Regulations. Upon signing this document, I am attesting that I shall adhere to all the conditions stated herein. I also accept full financial and ethical responsibility for the group that I represent. No member of our group will hold the YMCA, any employee, or any Board Member responsible for any accident or injury to any member of our group. I accept full responsibility for the behavior of all members of the group and agree to pay for any damages to YMCA property caused by any member of the group.*

**EXECUTED IN ON THE DATE OF CONTRACT SHOWN BELOW: *STAFF COMPLETE PAYMENT INFO ON BACK***

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YMCA Authorized Signature	Date
Group Representative:	

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Signature	Date
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**For Office Use Only:**

Date of Event: \_\_\_\_\_ Rental Fee: \_\_\_\_\_ TIMSS ID \_\_\_\_\_

*\*Staff, sell rental to TIMSS id listed above\**

Deposit: \_\_\_\_\_ Date: \_\_\_\_\_ Staff Signature: \_\_\_\_\_

Balance: \_\_\_\_\_ Date: \_\_\_\_\_ Staff Signature: \_\_\_\_\_

Form of Payment: VISA\_\_ MC\_\_ AMEX\_\_ DISCOVER\_\_ MO \_\_\_\_\_

Check\_\_\_\_ Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_