

Simmons YMCA  
6824 Democracy Drive.  
Charlotte, NC 28212  
Phone: 704-716-6600 Fax: 704-716-6601

## Facility Rental Guidelines

The Simmons Facilities and Equipment will only be available to non-YMCA sponsored groups that meet the following guidelines:

- Groups whose general objectives are in harmony with the principles and objectives of the YMCA and do not seek to exploit the YMCA name or constituency.
- Groups which are able and willing to take responsibility for their activities and for the facilities and equipment they wish to use, and are willing to abide by the rules of conduct.
- **Groups requesting use of any facility shall be known to the YMCA. Any group or organization not known shall be asked to present a written statement of its purpose, the reason for its meeting and the names of its officers or leaders.**

The Staff of the YMCA of Greater Charlotte – Simmons Branch shall review all rental requests and determine if a group qualifies for facility use under this policy and shall have authority to cancel such use at any time as it deems necessary.

<b>Availability</b>	The YMCA reserves the right to schedule groups consecutively, depending upon space and facility usage of each group. The Dowd facilities are available for Business Use Only. The Dowd YMCA will make its facilities available for Not for Profit usage on a limited basis.
<b>Payment</b>	A deposit of \$25.00 is required with your application to reserve requested facility area(s). If you have more than one meeting held at the branch, you will be invoiced for the balance at the 1 <sup>st</sup> of each month and the balance will be due upon receipt. If you use the facility only once, payment is due with deposit before the scheduled meeting. If payment is not included with this application, the room request will not be granted and access will be denied.
<b>Refunds/ Cancellations</b>	<b>All cancellations require 48 hour notification to avoid a \$25.00 assessment.</b> In case of cancellation due to an "act of God" such as: tornado, flood, ice storm, etc., all fees shall be refunded except for any expenses incurred. The Deposit shall <b>not</b> be refunded in the event of rain or other minor weather conditions. The YMCA will make every effort to reschedule use for another day.
<b>Endorsement/ Advertisement</b>	Use of a YMCA of Greater Charlotte facility does not imply endorsement or sponsorship of the event by the YMCA and therefore, <b>ALL PUBLICITY SHALL BE APPROVED IN ADVANCE BY YMCA STAFF.</b> All publicity, if any, shall be designed in such a way that no suggestion of endorsement and/or sponsorship from or by the YMCA is implied.
<b>Alcohol, Drugs and Weapons</b>	In keeping with the mission of the YMCA, <b>NO ALCOHOLIC BEVERAGES, ILLEGAL DRUGS FIREARMS OR ANY OTHER HARMFUL WEAPONS ARE ALLOWED</b> at the YMCA. Groups in violation of this policy will be fined \$100 dollars and asked to leave the facility without refund.

<b>Supervision Youth</b>	<p>All groups shall conduct themselves responsibly, with a lead person of at least 21 years of age.</p> <p>Groups shall require adult supervision of one adult per 10 youth. It is understood that the YMCA reserves the right to have any of its staff attend any scheduled event.</p>
<b>Wall Space</b>	<p>Displays/Signs may not be nailed, thumb tacked or taped to woodwork, plaster, or any surface in a manner as to create damage to the property.</p>
<b>Clean up</b>	<p>The renting group is responsible for maintaining the YMCA facilities in a clean and orderly manner. Otherwise, costs for cleaning, damage, theft or breakage will be billed to the responsible party or rental group.</p>
<b>Catering</b>	<p>The YMCA's on-site food service vendor will maintain <b>first right of refusal</b> to cater any event(s) held at YMCA facilities. Limited tables and chairs are available upon request. Additional tables and chairs may be secured through a rental company. The YMCA Caterer is <b>Linda Helikson – 704-716-6166</b>.</p>
<b>Admission Fees</b>	<p>Groups shall not charge an admission or registration fee to access the YMCA facility for scheduled event(s).</p>
<b>Loss of Property</b>	<p>The YMCA is not responsible for the property or equipment of rental groups.</p>
<b>Liability</b>	<p>The YMCA assumes no liability or responsibility for injuries incurred by any participant in activities in the facility or on the grounds before, during or after said event.</p> <p>The YMCA reserves the right to defend or settle the claim on its own or, at its sole discretion, to allow a Group, at its expense, to defend or settle the claim, and the YMCA will cooperate by permitting action to be taken, where necessary, in its name or in the name of the Group.</p> <p>Group shall, at the YMCA's request, provide a certificate of insurance reasonably satisfactory to the YMCA. All rental groups shall abide by all rules and regulations of the YMCA and require its members and/or participants to abide by these rules and regulations. Non-compliance with any of the terms of this Agreement shall permit the YMCA to terminate the Agreement immediately.</p>