Facility Rental Regulations

- All rental requests must be made at least two (2) weeks prior to the proposed event.
- Half of the rental fee is due at time of request in order to hold facility rental.
  - This half is non-refundable.
- The rest of the rental fee is due one (1) week prior to the event.
- Cancellations must be submitted in writing at least one (1) week prior to the event.
  - Email is acceptable.
- Rental fees can be paid in cash, check, money order or credit/debit card.
- Account for set-up and clean-up time in rental request.
- No alcoholic beverages, drugs, weapons or liquids containing red dye are allowed on the premises.
- All trash and debris must be put in trash receptacles in the room.
- Groups are expected to leave the rented space in the same condition it was found.
- Children under 16 years must be supervised at all times in all areas of the YMCA.
- Renting the space does not give parties access to the other parts of the facility.
- Please do not cover the doors or windows.
- Do not use duct tape on the walls.
- Other than service animals, animals are not allowed on the premises.
- Clean up all food and dispose properly.
- Do not hang items from the ceiling or ceiling fans.
- Be aware that there is no kitchen access so plan accordingly.
- Do not clean dishes in the bathroom.
- Do not take items down in the hut.

Day of Rental Process

1. Upon entering the facility, please visit the weekend Manager on Duty
   a. The Manager on Duty will take you to the room and unlock the door for you.
2. You are welcome to set-up, the room is yours.
3. Should you need a hand truck, Manager on Duty can provide one for you.
4. During your event, Manager on Duty will stop by and give you a warning for when your event time is 30 minutes from finishing.
5. When your time is finished, please use your clean-up time to put the room back into its prior condition.
6. Please stop by the front desk to receive one-day guest passes for you or any guests that may want to visit the facility again.