



RENTAL REQUEST

Today's Date: _____ Date of Event _____

Must provide a 30 day window from date of request. We do not accept rental requests more than 90 days in advance

Day of Week: _____ Time of Event __AM/PM until __AM/PM

Type of Event: _____

Number of attendants (limit 80) _____ Number of chairs requested (limit 80) _____

Number of tables requested (limit 15) _____

Room Request (check all that apply): Multipurpose Room Conference Room Pool*
 Teen Center Learning Center Baptism (flat rate of \$125 for one hour maximum. Limit 25 people)

Gym, afterschool room, and outdoor grounds are NOT AVAILABLE FOR RENT.

*Pool requires staff lifeguard at additional charge

Contact person: _____

Name of organization (if applicable) _____

Address: _____

City/State/Zip _____

Phone Number: _____ Email Address: _____

I understand that this is a **rental request** only and that confirmation of my rental will occur within 5 business days and will be contingent upon staff/facility availability. If rental is approved, Rental Policy and Contract will be enforced.

Signature and Date

For office use only: Date processed _____ APPROVED/DENIED (circle one)

Total Amount \$ _____ Deposit: \$100 _____ Balance due \$ _____ by _____

Staff _____ Facilities notified _____ MOD notified _____

Deposit returned _____ Deposit notes if applicable _____



RENTAL POLICY AND CONTRACT

This policy prescribes the specific regulations under which the McCrorey Family YMCA may make its facilities and equipment (chairs, tables) available for use by non-YMCA groups. Any questions concerning the interpretation of this policy should be referred to the McCrorey Family YMCA at 704-716-6500.

Primary Use: The facility is provided foremost for the use of regularly scheduled YMCA programs and services. When not in use by YMCA programs, we may make certain rooms available for small groups (no more than 80) during the following times:

Monday – Friday 8:00 AM – 8:00 PM

(Multipurpose Room and pool are not available during these times)

Saturday 12:00-4:00 PM

Sunday No Rental Space Available except pool for baptism services on the fourth Sunday of each month from 12:00-1:00 PM

All rentals must conclude and groups must exit the facility by 8:00 PM Monday through Friday and by 4:00 PM on Saturday.

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 they use are and willing to abide by the 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 and 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 at any time.

Supervision

- Each group is responsible for the conduct of the renters. All youth groups are required to have adult supervision at all times.
- The YMCA reserves the right to have any of its staff present at any meeting/function held at this facility.
- The YMCA will provide a lifeguard during negotiated rental time and there is an additional cost that is not included in the base cost. There is a 1:25 ratio in the pool.

Standard of Conduct

- Smoking, use of smokeless tobacco, alcohol, violent behavior, abusive language, and other forms of detrimental conduct is prohibited. Any violations are grounds for immediate departure.
- You will be held responsible for the damage of the facility; therefore a deposit of \$100 is required for all room rentals. The rental group must leave the room in the condition in which it was found. All stages, tents, equipment must be removed at the conclusion of your rental. Failure to do so will result in denial of future rentals and retention of \$100 deposit. The deposit is refundable contingent upon a walk through and approval by staff. Deposit will be mailed within 10 business days of conclusion of rental. If paid by credit card, deposit will be credited within 5 business days after conclusion of rental.
- McCrorey YMCA IS NOT RESPONSIBLE FOR ANY SET UP OR CLEAN UP. THE RENTEE IS RESPONSIBLE FOR SET UP AND CLEAN-UP. You will be given one hour prior to your event/activity to set up but must conclude your rental and exit the building at the time set on the contract. Requested tables and chairs along with cleaning supplies and garbage bag will be left in the room for your use .
- NO STAFF IS AVAILABLE FOR THE FACILITATION OF YOUR RENTAL.
- McCrorey YMCA does not provide use of kitchen nor ice machine.
- McCrorey YMCA is not responsible for any lost or damaged items during your rental
- No admission fees or sales may occur during rental.
- No solicitation for political candidates, official roles, boards, etc. may occur.
- No signage of any kind may be posted on YMCA grounds or in the facility.
- The use of the YMCA does not imply endorsement or sponsorship of the event in any way. The use of the YMCA name and logo in any form is prohibited.

The completion of the Rental Request Form is required but does not guarantee rental approval. You will be called to confirm dates and times. If approved, you must pay the \$100 deposit to secure your reservation. We do not accept rental requests LESS than 30 days in advance more than 90 days in advance.

The \$100 deposit must be in the form of cash, money order or check. We will deposit it and any balance will be returned to you within 10 business days after the conclusion of your rental. Credit card deposits will be credited within 24-72 business hours.

Balance of rental fees must be paid within 15 days of your event or rental is subject to cancellation.

All cancellations must be made within 5 business days (Monday-Friday) of your approved reservation. Failure to do so will result in a \$50 cancellation fee.

Risk

The McCrorey Family YMCA of the YMCA of Greater Charlotte is NOT responsible for injury to anyone participating in any and all activities during the rental agreement.

Your signature below certifies that you have read and agree to the Rental Policy.

Signature

Date

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

RENTAL FEES

Refundable Deposit.....	\$100
Swimming Pool.....	\$125/hour
Lifeguard (required with Swimming Pool rental).....	\$75/hour
Learning Center (capacity 30).....	..\$55/hour
Multi Purpose Room (capacity 80).....	\$75/hour
Conference Room (capacity 15).....	\$35/hour
Teen Center (capacity 50).....	\$65/hour

Baptisms (Baptisms can only be scheduled on the fourth Sunday of the month from 12:00-1:00 PM – NO EXCEPTIONS). Fee is \$125 (Limit 25 people) includes lifeguard.

- THERE IS A \$25 RETURNED CHECK FEE. ANY RETURNED CHECKS DISQUALIFY FUTURE RENTALS.
- ALL FEES MUST BE PAID BY THE DATES INDICATED IN THE RENTAL AGREEMENT. YOU MAY PAY IN ADVANCE.
- ALL RENTALS MUST CONCLUDE BY THE LISTED END TIME AND ALL GUESTS MUST EXIT THE FACILITY BY THAT TIME.
- NO STAFF IS AVAILABLE TO FACILITATE YOUR RENTAL. CHAIRS AND TABLES WILL BE LEFT IN THE ROOM ALONG WITH CLEANING SUPPLIES