

# C.O. MILLER TEEN CENTER RENTAL REQUEST

Contact Person: \_\_\_\_\_ DOB: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Rental Purpose: \_\_\_\_\_ Name of Group (if applicable): \_\_\_\_\_

Date of Event: \_\_\_\_\_ # of Participants: \_\_\_\_\_ Ages: \_\_\_\_\_

Arrival Time (includes setup): \_\_\_\_\_ Departure Time (includes cleanup): \_\_\_\_\_

Available Options	YMCA Member	Non-Member	Cost
One Meeting Room Monday - Thursday	\$50 per hour	\$60 per hour	
One Meeting Room Friday - Sunday	\$70 per hour	\$80 per hour	
Two Meeting Rooms Monday - Thursday	\$85 per hour	\$100 per hour	
Two Meeting Rooms Friday - Sunday	\$100 per hour	\$120 per hour	
1/2 day Full Facility Monday - Thursday	\$380 for 4 hours	\$450 for 4 hours	
1/2 day Full Facility Friday - Sunday	\$425 for 4 hours	\$500 for 4 hours	
Day Full Facility Monday - Thursday	\$680 for 8 hours	\$800 for 8 hours	
Day Full Facility Friday - Sunday	\$765 for 8 hours	\$900 for 8 hours	

**Cancellations:**

Cancellations made more than one week prior to the rental date will be refunded 100% of the rental price. Cancellations made one week to 24 hours prior to the rental date will be refunded 50% of the rental price. Cancellations made less than 24 hours prior to the rental day will not be refunded.

**Supervision:**

For parties of 50 or more, 3 adults are REQUIRED to help supervise the party; however, 4-5 adults are STRONGLY encouraged.

**Meeting Room Rental:** This fee schedule is for the use of the C.O. Miller Teen Center meeting room(s) and includes use of restrooms and kitchen if necessary. There are 2 rooms available to rent. Availability is based on other scheduled programs and activities.

**Entire Facility Rental:** This fee schedule is intended for organized groups to use the entire C.O. Miller Teen Center including the outdoor pavilion, restrooms, kitchen, meeting rooms (if available) and gaming area.

**Please indicate if additional services are needed:**

- \_\_\_\_\_ Projector
- \_\_\_\_\_ Tables # Needed (up to 15 8-ft rectangle): \_\_\_\_\_
- \_\_\_\_\_ Chairs # Needed (up to 200): \_\_\_\_\_
- \_\_\_\_\_ Use of Kitchen (ice machine, refrigerator, etc.)
- \_\_\_\_\_ Additional setup time (additional cost applies)

Total Estimated Cost: \$ \_\_\_\_\_ (minimum \$100 deposit required to reserve)

# FACILITY AGREEMENT

The YMCA maintains its building, equipment and facilities primarily for use by the members of the Hickory Foundation YMCA. Rental to groups or individuals may be permitted, provided the guidelines listed below are closely followed:

1. Groups or individuals may not use the building for the purpose of selling their products or services directly to the public.
2. The use of YMCA facilities does not imply endorsement or sponsorship by the YMCA.
3. Food and beverages must remain in the area(s) designated by YMCA staff.
4. No smoking or other use of tobacco products allowed on the premises.
5. Alcoholic beverages or any illegal substances are not permitted. Anyone under the influence of alcohol or illegal substances may not remain on YMCA premises.
6. Participants or supervisors are expected to clean those areas that they use, leaving them in the same condition as they were found prior to the start of the rental. If cleanup is left undone, all or part of the damage/cleaning deposit will not be returned.
7. Any damages done to the building, facilities or equipment during the rental will be the responsibility of the organization and the supervisor.
8. Participants are limited to use of those areas of the YMCA facility that are included in the rental agreement. It is the responsibility of the supervisor to keep participants out of all other areas.
9. The YMCA reserves the right to cancel or dismiss any rental. The YMCA will issue a refund if the YMCA cancels the rental in advance; however, if the YMCA dismisses a rental for violations of the rules and regulations of the YMCA, no refund will be issued.
10. Any decorations should be approved in advance and their use must not leave any marks upon removal or damage fees will be assessed. Balloons must be taped down.
11. No open flames. Birthday cakes are an exception but no candles or decorations with open flames are permitted per Catawba County Fire Marshall.
12. All participants and supervisors must follow the directions of the YMCA staff person in charge.
13. In the event of cancellation by the renting organization, deposits may not be refunded if notice is not given a minimum of two weeks in advance of the rental date.
14. Any and all music played shall be deemed appropriate by the rental host as needed according to the YMCA's positive focus and mission.
15. Rental groups will be provided one hour setup and 30 minutes cleanup time free of charge. If more time is needed, please ask the administrator of possible accommodations.
16. The YMCA is not responsible for loss of or damage to personal property on the premises.
17. Groups shall not charge admission fees for events hosted unless approved by facility director.

By my signature below, I certify that I have read the requirements, rules and regulations, and that I fully understand and freely agree to these conditions.

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

Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Teen Director: \_\_\_\_\_ Date: \_\_\_\_\_