



Facility Rental Responsibilities

The Tri-County YMCA Family Branch is pleased to offer you space for your recreation and enjoyment. Because of our daily service to the tri-county community and the need for clear understanding regarding the use of the space provided; the following responsibilities will govern this usage. Our hope is you enjoy your time here and we can serve you again in the future.

Areas of Use:

User may use only the areas specified in the Usage Agreement.

Time of Use:

The adult specified as the contact person must be on the premises during the duration of the usage. Set up may begin 60 minutes prior to the start of the event and clean up must be completed prior to facility closing or 60 minutes following the end of the event, unless prior arrangements have been made with a staff member. Guests are to be asked to arrive no earlier than 15 minutes prior to the beginning of the event.

Special Items:

- Food and drink needs to be consumed and remain in the Conference Center and not taken to other parts of the Y. No alcohol is allowed on the premises.
- Please use the appropriate equipment for each activity.
- Proper apparel is to be worn at all times. It is highly recommended that tennis shoes be worn in the gymnasium. Shirts are to be worn in all activities.

Equipment:

The Y provides some equipment for your enjoyment. Please use in an appropriate manner in an appropriate activity. The equipment is kept at the front desk and needs to be returned to the front desk when finished. Additional fees may be necessary to repair or replace damaged equipment.

Clean up:

The renters are responsible for clean-up. Returning the space(s) used back to the original cleanliness is important as we provide services to the tri-county communities 7 days each week. Please complete clean up within 60 minutes of the end of the event.

Please ask the Courtesy Desk Staff for the cleaning supplies, such as broom, mop, etc.

At the conclusion of your event:

1. Make sure that the tables are clean and clear of table decorations.
2. Sweep the floor and mop up any spills.
3. Take the trash out to the dumpster and replace the liner.
4. If renting the Conference Center, make sure there are 6 round tables and 24 chairs in the room.
5. Return the extra chairs and tables to the gym closet.

Supervision:

The renter is required to provide adequate supervision for the guests. Please arrange 1 adult supervisor (18 years+) for every 10 youth under age 18.

Decorations:

Tape, sticky tack, and glue are not to be used on any painted surfaces and doors. Decorations may be used on tables and chairs.