

FACILITY RESERVATION AGREEMENT

THIS AGREEMENT is entered into by and between the YMCA of the Pikes Peak Region and the User set forth below for the purpose of reserving certain Meridian Ranch Recreation Center facilities (the Facility) to the User for the purposes set forth herein. User agrees to abide by and conform to the attached Terms and Conditions of this Facility Reservation Agreement and the Meridian Ranch Recreation Center Operational Policies and Procedures, as well as all other rules and regulations from time to time adopted or prescribed by the YMCA and Meridian Metro Service District.

USER INFORMATION:

Name Email

Phone (Day) Phone (Eve)

Street Address

City, State and Zip

Please complete the following information by checking the appropriate box:

1. User category:

Member Personal Use Member Community Use Approved Builder Use

2. Type of activity:

Youth party Adult party Pool party (when available)
 Business meeting Reception Club meeting
 Other _____

3. Recurring activity? Yes or No

If yes, when does the activity occur and what is its frequency?

4. Estimated number of people attending the activity: _____

An additional charge for an Event Monitor(s) may be required as determined by the YMCA.

5. Requested area to be reserved: Recreation Center

Recreation Center Pool
 Meeting Room (Large) Birthday Party Room
 Meeting Room (Small) Gym
 Stage Room Aerobics Room (Large)

6. Brief description of the event and all activities that will be going on during event:

FACILITY RESERVATION BEGINS

Date: _____

Time: _____

FACILITY RESERVATION ENDS

Date: _____

Time: _____

The above times should include set-up and clean-up times. 15 minutes prior to the reservation and 15 minutes following the reservation are allotted to set up and clean up. Facility Fees may apply. Must reserve with an approved two-week notice.

*Please be aware that after hour fees are dependent on facility hours which will change depending on the time of year. Please check with staff for available hours.

7. Facility equipment requests:

___ Rectangular Tables (19)

___ Round Tables (2)

___ Chairs (42)

___ Projector and Screen

___ Grill (Seasonal Memorial Day-Labor Day)

8. Please indicate decorations you may plan to use:

*Deliveries cannot be accepted by the YMCA on behalf of User or received at the Facility prior to start time as set forth in the Agreement without prior approval

TERMS AND CONDITIONS OF THE RENTAL AGREEMENT

The User must read, understand and initial each statement below where indicated.

___ Alcohol is not allowed on the premises.

___ The facility may not be used to provide, conduct or solicit any activity, program, or other event for profit, financial gain or otherwise by any business or person unless such activity, program or other event is pre-approved by the YMCA or the Meridian Metro Service District. Examples of such activities include, but are not limited to: the selling of merchandise or conducting a class/seminar in which payment is required to attend.

___ Supervision by a responsible adult (18 years or older) is required in all areas subject to this Agreement. Failure to provide adequate adult supervision will be grounds for termination of this Agreement.

___ Smoking is not allowed in the Facility or anywhere on the facility property, including the parking lot.

___ No open flames will be permitted anywhere on the facility property, with the exception of birthday candles & sterno-type canned-heat sources.

___ Decorations may not be hung from the wall, curtain rods, etc. without prior YMCA approval. It must be indicated in the contract and must also be hung with non-damaging fasteners. Helium balloons must be tied down or weighted down. Resident is responsible for the removal of all decorations once the reservation is over.

___ The use of confetti, glitter, or like materials must have prior YMCA approval or an excess cleaning fee may be assessed.

___ Clean-up of the room is the responsibility of the User, including the removal of trash. If the room is not properly cleaned, the YMCA may assess a cleaning charge.

___ The user/resident is responsible for every member of his or her party, including third-party contractors such as caterers. The resident is not permitted to leave the facility if there are members from his or her party on the premises. If the resident is not on the premises for the duration of the event (including set-up and clean-up times) a \$12.50 per hour event monitor fee will be automatically assessed or the YMCA reserves the right to terminate the reservation agreement.

___ The user/resident is still fully liable and responsible for all terms and conditions set forth in this agreement including, but not limited to payments of any additional reservation fees, which include; additional after hour fees, bounce house & movie screen rental fees, pool reservation fees, additional clean-up fees, and any damages that may occur during the reservation

___ The following fees will be charged for your event and will be due at the end of the event upon completion of clean up and walk-through.

Fee Schedule

Rooms/Areas for Rental	To Hold Reservation (Nonrefundable/ Applied to Rental Fees)	Security Deposit (Must Place Credit Card On File)	Rental Fee (2 hour Minimum)	Event Monitor Fee	Cancellation/ Reservation Change Fee
Meeting Room, Aerobic-Small or Aerobic-Large	\$35	\$200	\$50/hour After Hours \$100/hour	\$15.00/hour	\$50 If hours are extended with less than 48 hours' notice
Birthday Party Room	\$50	\$200	\$75/hour After Hours \$100/hour	\$15.00/hour	\$50 If hours are extended with less than 48 hours' notice.
Stage Room	\$50	\$200	\$75/hour After Hours \$155/hour	\$15.00/hour	\$50 If hours are extended with less than 48 hours' notice.
Gym One Half / A or B	\$50	\$200	\$75/hour After Hours \$155/hour	\$15.00/hour	\$50 If hours are extended with less than 48 hours' notice.
Pool	\$50	\$200	\$125/hour up to 50 guests, \$30/hour for every 25 guests above 50	\$15.00/hour Per each lifeguard* **	\$50 If hours are extended with less than 48 hours' notice.
Pool w/Party	\$50	\$200	\$125/ hour up to 25 guests, \$30 for every 25 guests above original 25	\$15.00/hour Per each lifeguard	\$50 If hours are extended with less than 48 hours' notice.

*Outside of regular hours, 2 lifeguard min. plus 1 lifeguard for each additional 25 people.

**During regular hours, 1 lifeguard per 25 and 1 lifeguard for each additional 25 people.

\$_____ Facility Rental Fee

\$_____ Pool Rental Fee

\$_____ Event Monitor Fee

TO BE COMPLETED BY THE YMCA:

Security Deposit: __ Credit Card on File __ Check

Estimated fees that must be paid by User/Resident at the start of the reservation:

Total: _____

User/Resident: By signing below, you are indicating that a YMCA staff member has gone over the above-mentioned terms, conditions and fees.

User Signature

_____ Date _____

YMCA Staff: By signing below, you are certifying that you have gone over the above-mentioned terms, conditions and fees with the User.

YMCA Staff

_____ Date _____