



YWCA Elmira Rental Agreement

Please Choose One:

- Profit Making Organization
- Non-Profit Making Organization
- Group
- Individual

OFFICE USE

- Copy of ID
- Copy of Liability Certificate

Organization/Group Name

Address

City

State

Zip

Phone

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Individual/Contact Name

Address

City

State

Zip

Phone

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Event Name & Description

Rooms Requested

- Room 1
- Room 2
- Pool
- Gym
- Kitchen
- Room 7 & 8
- Other

Day(s) of Week

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Date(s) Requested

Time Requested

From	To	Start Time	End Time	Start Time of Event
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
From	To	Start Time	End Time	Estimated Attendance
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
From	To	Start Time	End Time	Participant Age Level
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Hourly Rates

1 Room	\$40.00 an Hour	Kitchen	\$40.00 an Hour	Front Desk Staff Initials: _____ Date: _____
Gym	\$40.00 an Hour	Extra Guard	\$25.00 an Hour	Facilities Staff Initials: _____ Date: _____
Pool	\$75.00 an Hour	Splash Party	\$150.00	
Other:	_____			



YWCA Elmira Rental Agreement

Continued

OFFICE USE ONLY

Room (1, 2, 7&8)	\$40.00 an Hour	Amount of Time <input type="text"/>	Total Cost <input type="text"/>	NOTES <input type="text"/>
Kitchen	\$40.00 an Hour	Amount of Time <input type="text"/>	Total Cost <input type="text"/>	
Gym	\$40.00 an Hour	Amount of Time <input type="text"/>	Total Cost <input type="text"/>	Extra Cost <input type="text"/>
Pool (2 guards)	\$75.00 an Hour	Amount of Time <input type="text"/>	Total Cost <input type="text"/>	Extra Guard <input type="checkbox"/> Yes
Splash Party	\$150.00	Amount of Time <input type="text"/>	Total Cost <input type="text"/>	Extra Guard <input type="checkbox"/> Yes

Total Cost Due

Deposit Due

Front Desk Initials _____ Facilities Initials _____

Rec & Fit Director Initials _____

Hold Harmless Agreement

Yes I agree

I agree to hold harmless the YWCA Elmira & Twin Tiers from any and all liabilities rising out of my participation in any program, activities, events or visitations. I understand that my participation and/or involvement in any program, activity or visitation etc., carries with it the potential for certain risks, some of which may not be reasonably fore seeable. I further acknowledge that these risks could cause me, or others around me, harm, including, but not limited to, bodily injury, damage to property, or death. By signing this agreement, I agree to release, indemnify, and hold harmless, the YWCA Elmira & Twin Tiers, as well as all {there, it's} employee's, agents, representatives, successors, etc. from all losses, claims, theft, demands, liabilities, causes of action, or expenses, known or unknown, arising out of my {Participation in, attendance at, etc.} {Activity, event, program, etc.} By signing I also agree to, and abide by all terms, policies and procedures by the YWCA Elmira & Twin Tiers.

The YWCA is a Family Facility and we ask that you and your guest treat others at the YWCA respectfully. This would include upholding the YWCA Elmira Facility policies, rules, and expectations. Please note you are expected to leave the facility when you are done with your rental as you found it. By signing below you agree to the above terms described in the above YWCA Elmira Rental Agreement.

Sign Here

Date Here



SPLASH PARTY

POLICIES & PROCEDURES

Welcome to the YWCA Elmira & the Twin Tiers. We are delighted that you have chosen YWCA for your occasion. Below you will find information that will be useful for your planning.

1. The cost of your Splash Party is \$150.00. \$75 of that \$150 is due at the time of booking and is considered to be a **non-refundable deposit**. This deposit is to hold your party time slot. Your final payment must be made no later than the start date of your party. All Parties must be booked 3 weeks in advance.
2. If you wish to have more pool time we do have a double party slot option. This mean you can purchase both party slots. This would cost \$300.00 total and half of that total, \$150.00 is due at the time of booking. This is only available if both slots are open on your requested date.
3. You will be given a facility rental agreement outlining your party. This must be completed, signed, and handed into the YWCA at the time of booking.
4. Your party price includes up to 20 children. Any child after that is \$2.00 extra per child up to 25 children. We do not charge adults as we expect adults to be in the water with the children. There should be at minimum a 1 adult to 5 children ratio.
5. Your party will have one (1) hour in the pool and one (1) hour in the party room. Your time starts at 12:15pm or 1:30pm.
6. Parties are held on Saturdays:
 - a. Party Slot one: 12:15 pm – 1:15 pm Pool & 1:15 pm – 2:15 pm Party Room
 - b. Party Slot Two: 1:30 pm – 2:30 pm Pool & 2:30 pm – 3:30 pm Party Room
 - c. Double Party Slot: 12:15 pm - 2:15 pm Pool & 2:15 pm – 3:30 pm Party Room
7. Be prepared to enter the pool on the hour but not before. Before entering the pool, the lifeguards will explain their expectations for safe behavior.
8. A swimming test is required to determine if each child can swim in the deep end.
9. At 5 minutes to the end of the swimming hour the lifeguards will instruct everyone to exit the pool.
10. Swimmies are permitted, however any flotation devices must be coastguard approved. The YWCA can provide floatation devices as well.
11. Pool toys such as noodles, beach balls, dive rings and such are provided. Please call the YWCA if you wish to bring your own toys. Inflatables are NOT permitted, i.e. rafts, infant float rings, etc.
12. Swim suits are required to be worn in the pool. Swim shirts and shorts are permitted over swim wear but cannot be too loose as to restrict swimming.
13. The POOL and Locker rooms are only available to the end of your pool time.
14. The Party room is only available to the end of your party time.
15. You may decorate tables but no decorations are allowed on the walls, ceiling or windows. Please do not place anything on the heating registers in the party rooms. You may come 15 minutes before your party starts to decorate and setup.
16. If you have ordered food, please inform the receptionist at the front desk. The receptionist can assist delivery to the right party area.
17. You are responsible for cleaning up after your party. Your party room must be look as it did before you entered the party room.

18. Any damages to the facility or equipment will be at the responsibility of the individual who signed the rental agreement.
19. When in the party room, all attendees must stay in the party room. Please remind your party guest that while walking through the YWCA that individuals are working and please keep an inside voice.
20. Cancellation Policy:
 - a. In any scenario the non-refundable deposit will not be refunded.
 - b. If you have paid in full and have contacted and communicated with YWCA staff 2 weeks prior to the party, we will pay back \$75.00
21. Date Change Policy: If you have booked a party with us and wish to change the date and/or time of your party, there will be a \$75 non-refundable date change fee due at the time of the date change request.
22. Pool Closure Policies – there are some unforeseeable events that can cause the YWCA pool to close...
 - a. The YWCA Pool does close due to inclement weather conditions, such as strong storms, thunder and lightning.
 - b. There are many programs that run in the YWCA pool and like any pool there runs a chance for pool contamination. If this does happen the YWCA will close the pool for everyone's safety.
 - c. There are many moving parts to make the pool run efficiently, safe, clean and warm. With so many moving parts, at times those parts can fail. This can cause the pool to unexpectedly close for your safety.
 - d. If the YWCA is forced to close for the above reasons the YWCA will happily reschedule a party at another date at no extra cost to you! We do not refund monies.
23. Pool Rules: You will be given at the time of booking the pool rules, when signing your rental agreement, you are agreeing to the Rental Agreement, the policies listed above, and the pool Rules!