



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## ROSE E. SCHNEIDER FAMILY YMCA

### Facility Rental Information

#### GENERAL GUIDELINES:

- Available to members and non-members who are part of an organization for non-profit events only.
- Decorations may not be put on any walls with the exception of the Community Room Divider wall and must be completely removed immediately following the event. Do not hang decorations from the sprinklers or ceiling. Pinatas and confetti are not permitted.
- You may arrive 30 minutes prior to your rental start time for set-up and clean-up must be completed 30 minutes after the scheduled end time. The Manager on Duty will assist you with set-up and clean-up. However, if you do not stay and help the Manager on Duty with clean-up, a \$100.00 Clean-Up Fee will be deducted from your payment method.
- We will hold you liable for any damages made to the facility. If damages are reported by the Manager on Duty following the event, a \$200.00 Damage Fee will be collected from your payment method. Nothing will be deducted from your payment method unless damages are reported.
- Certificate of Liability Insurance: A Certificate of Liability Insurance (COI), naming the Butler County Family YMCA as additionally insured may be required in the amount of the group's maximum liability coverage (minimum \$1,000,000.00).
- Each group shall be responsible for the conduct of the participants with a competent leader 21 years of age or older.
- Any conduct detrimental to the purposes of the YMCA, such as smoking, gambling or the use of alcoholic beverages, etc. is strictly prohibited. No abusive language is permitted.
- The YMCA assumes no responsibility for personal belongings and valuables brought into the building.
- We ask all participants to wear proper attire. Shoes must be worn at all times in the facility unless you are in the Aquatics Center.
- The YMCA is not responsible for any personal injuries which occur during an event.
- Food and drink are only permitted in the Community Room(s) / Conference Room.

## **RESERVATIONS:**

- A rental may be booked up to two (2) months in advance from desired date.
- A Facility Usage Request Form (available online) must be completed, returned and approved prior to scheduling a reservation.
- The signed Facility Rental Announcement serves as confirmation of the reservation date and time, method of payment and room. An email address is required for receipt of confirmation.
- The signed announcement, final participant count and Certificate of Liability Insurance (if applicable) is due two (2) weeks prior to your reservation. If we do not receive those items, we cannot hold the date.
- Once the announcement has been signed and returned to the YMCA, a \$25.00 service fee will be charged to reschedule or cancel a reservation. Any costs which have already been drafted will be returned, minus the \$25.00 service fee. (If a rescheduling or cancellation is caused by storm, flood, death, etc., all fees shall be refunded for any actual expenses incurred.)
- Once a reservation is confirmed, the event cannot be cancelled or changed due to a YMCA event. The YMCA can cancel or rearrange a reservation date due to failure to pay on time, weather conditions or other instances where the YMCA feels it is an extreme emergency.
- The cost of the rental must be paid in full one week prior to the event via check, account on file or active credit card. Cardholder name, credit card number and expiration date are required.

## **HOURS OF OPERATION:**

- Events cannot start within 1 (one) hour of building opening and must be completed 1 (one) hour prior to building closing.
- Doors are locked 30 minutes prior to the close of the building.

**For additional information or to reserve a date, please contact Victoria Zulick, Administrative Assistant, at [vzulick@bcfymca.org](mailto:vzulick@bcfymca.org) or 724-452-9122 x223.**