

BIRTHDAY PARTY FACILITY USAGE CONTRACT
Warren County YMCA

Party Date: ___/___/___
Name: _____

RENTAL PARTY AGREES THAT:

1. Reservations must be made 4-weeks in advance of party date. Available party dates are listed on our website at www.warrenymca.org or check with YMCA Front Desk Staff.
Payment in full is required to book your event. **MEMBERS \$125.00; NON-MEMBERS: \$150.00.** Parties are for a 2-hour rental; one-hour in Program Room #4 and one-hour use of the following area:
SATURDAY:
Character Club Playspace Playroom
Bounce House and ½ Gymnasium
Gymnasium
SUNDAY:
Pool
2. A Birthday Party Facility Usage contract must be signed within 24 hours of booking party. No full refunds will be issued after party is booked. A 50% refund will be issued **ONLY** if the party is cancelled in writing/email **2-weeks prior to the reserved party date.** NO refund is available if cancelled less than 2 weeks from the reserved party date, as this reservation has prevented other rental opportunities. Cancellation requests must be sent to andrew@warrenymca.org.
3. Included in party rental: 30 minutes prior to party start time to decorate Program Room #4, 2-hour party reservation, and 15 minutes for host family to clean and clear Program #4. Host family is to place all trash from table tops, chairs and floor in the trash can provided before departing. All party decorations must be removed. Tables and chairs must be returned to original locations. Room must be vacuumed. YMCA Building Supervisor will inspect room(s) used prior to party host leaving YMCA.
4. At least two adult hosts over age 18 years of age shall accompany, supervise, and be responsible for the youth attendees at all times while using the YMCA facility. Please see PARTY FAQ's on page 2 for specific age requirements for each party type. The Responsible Party hosting shall be accountable for all damages to the facility, property, and/or equipment caused by the group. The responsible person will be notified within two (2) business days of the damages and payment required.
5. A signed waiver for all participants is required for Pool and Bounce House parties. If not already on file at the Warren YCMA, this waiver must be submitted the day of the party.
6. The YMCA is an alcohol, drug, and smoke/vape free facility. None of the aforementioned items are allowed on YMCA indoor/outdoor property.
7. The Facility Usage contract will hold the YMCA harmless and indemnified from loss, damage, liability or expenses incurred, suffered, or claimed by reason of injury, loss, or damage to any person or property.

I HAVE READ, UNDERSTAND AND COMPLY WITH THE GIVEN DETAILED AGREEMENT:

Name of Rental Party Host Family: _____ Member _____ Non-Member _____
Signature of Responsible Party: _____ Today's Date: _____
Address: _____ City: _____ State: _____
Cell Phone: _____ Email address(required): _____ @ _____
Child's Name: _____ Age: _____

Age Range of Participants: _____ - _____
Number of Participants _____ (Please see reverse FAQ page regarding max# of participants)

Date of Party: ___/___/___ **Time of Party:** _____
Party Selected: (check one) **Bounce House** ___ **Character Club** ___ **Gymnasium** ___ **Pool** ___

Staff Use Only	
Payment in Full Received: (Amount / Date) _____	Staff Initials: _____
ROOM CLEANUP CHECKLIST	
___ Floor vacuumed ___ Tables wiped down ___ Countertops wiped down ___ Tables/Chair in place ___ Equipment/Toys to original location	
YMCA Building Supervisor Room(s) Inspection - Cleared: Signature: _____	
Renter's Signature: _____	Date: _____

PARTY FAQ

HOW DO I KNOW WHAT DATES ARE AVAILABE TO BOOK A PARTY?

- Parties are only available on Saturday and Sundays
- Available party dates are listed on our website at www.warrenymca.org or contact the YMCA Welcome Desk for availability

HOW DO I BOOK A BIRTHDAY PARTY?

- Registration is available online at our website or at the Welcome Desk
- Payment in full is due at party booking and a Birthday Party Facility Usage Contract must be signed within 24 hours. If registering online, please download the contract and email to andrew@warrenymca.org or drop off at Welcome Desk.
- The Birthday Party Facility Usage Contract may also be picked up and signed at the Welcome Desk.
- You will receive an email receipt and/or an email from the YMCA/Youth & Family Coordinator confirming party rental.

WHAT IS PROVIDED FOR THE BIRTHDAY PARTY?

- A minimum amount of refrigerator/freezer space in the YCMA kitchen
- Rental space and activities for allotted amount of time

HOW MANY CHILDREN CAN PARTICIPATE IN THE PARTY?

- **Pool Parties:**
25 participants maximum
Ages 10 & up
Ages 9 & under must have an adult in the water with them at all times
Adults must be in the water with any children wearing flotation devices, non-swimmers or weak swimmers. (1 adult for every 2 children)
Adults must in pool area at all times with party group
Lifeguard has discretion over all activities in the pool area
Swim waiver must be signed by legal guardian if not already on file at Warren YMCA
- **Bounce House:**
30 participants maximum
Ages 10 & under
Bounce House waiver must be signed by parent and returned day of party if not already on file at YMCA.
Adults must be in the gym area AT ALL TIMES with party group
- **Gymnasium Basketball/Free Play**
30 participants maximum
Ages 10 & up
- **Character Club:**
15 participants maximum
Ages 9 & under
Absolutely no Food or Drink permitted in this area. All Toys/Equipment must be returned to proper location.

WHAT CAN I BRING?

- You can bring food, drinks, cake and decorations. Table cloths are recommended. Guests are responsible for removing gifts and personal items before scheduled party time is over. Please **NO** glitter or confetti. *Do Not leave personal items unattended.*

WHAT DO I NEED TO KNOW ABOUT A POOL PARTY?

- Participants must bring own towel
- Lifeguards will be on duty
- Children 9 & under must have an adult in the pool
- Children who are not potty trained must wear a swim diaper in the pool
- Children may be asked to take a swim test prior to entry to deep end of pool
- Please see Pool Rules on Pool Deck prior to entry into pool

HOW EARLY CAN I ENTER PROGRAM #4 PARTY ROOM?

- One-half hour prior to party start to allow for decorating and set-up

HOW DO I LEAVE THE SPACE WHEN PARTY IS OVER?

- All rooms used by the party are required to be cleaned and left in the condition they were found. YMCA Building Supervisor will inspect the room before host family leaves the facility

WHAT IS YOUR CANCELLATION OR REFUND POLICY?

- No full refunds will be issued after party is booked. A 50% refund will be issued ONLY if the party is cancelled in writing/email 2-weeks prior to the reserved party date. NO refund is available if cancelled less than 2 weeks from the reserved party date, as this reservation has prevented other rental opportunities. Cancellation requests must be sent to andrew@warrenymca.org

YMCA STAFF ARE RESPONSIBLE FOR?

- Setting up tables in Program Room #4, Bounce House/Gymnasium space.
- Final inspection of rooms at end of party rental