



Knox County YMCA
1324 W. Carl Sandburg Dr.
Galesburg, IL 61401
344-1324 www.knoxyymca.org

**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Facility Rental Agreement

Name of Group or Organization: _____ Email: _____
Group/Organization Leader: _____ Phone: _____
Address: _____ Work/Cell Phone: _____

Group Information

Estimated Number of People: Men _____ Women _____ Boys _____ Girls _____
Average Age of People Attending: Adult _____ Children _____

The Knox County YMCA requires that children and youth are divided into small groups (except birthday parties) and that you maintain at least the following adult supervision ratios. Ratios must be maintained everywhere in the building; including locker rooms and in the pool area.

- 1 adult to a max of 6 children 2-5 years of age
- 1 adult to a max of 10 children 5-9 years of age
- 1 adult to a max of 15 children 10-15 years of age
- 1 adult to a max of 20 youth 16-20 years of age
- If children vary in age, ratios for the youngest age group apply

If children are attending, please list the number of small groups children will be divided into and the ratios that will be maintained: _____

Office Use Only:

Date of Rental: _____

Time of Rental: _____

Pool Time: _____

Jungle Gym: _____

Party Room: _____

Facility Use Details

After reviewing the rental packages on the following page, please complete the following as specifically as possible. Applications must be requested at least **2 weeks prior** to the event. Date requested does not signify that that date is available.

Purpose for Use: _____ Date Requested: _____

Specific Area/s of Facility: _____ Time Requested: _____

If the available packages on the following page do not satisfy your request, please detail your request below: _____

Please list shirt size if this rental is for a children's birthday party: _____

Please list any special needs or equipment and the quantity (I.e. tables/chairs/balls) _____

Staff Instructions:

- All rentals must be approved by the Associate Executive Director prior to scheduling and payment of fees.
- After approval, payment must be made 2 weeks prior to your requested date.

Amt Paid _____ Date Paid _____ Receipt # _____ Staff Approval _____

Knox County YMCA

Facility Rental Descriptions & Rates

Birthday Party-during business hours

*See facility descriptions below / Hours: Sat 1:00-5:00pm, Sun 1:00pm-5:00pm (*closed Sun during summers*)

2 hour rental \$75 members \$100 non members

Includes 1 hour in multipurpose room and one hour in pool, jungle gym, game room or gym.

Extra hour at \$25 per hour per above area.

Birthday Parties are available to both YMCA members and community members. Prices listed above reflect use of the Multi-purpose Room with a max of 40 people. Groups are allowed to decorate their room within 15 minutes prior to the event and must have the room cleaned and empty within 15 minutes after the event. Food and drink are allowed in your party room. The party room is reserved especially for your group, but the Pool, Gym, Jungle Gym, and Game Room are open to YMCA members at all times. Use of the Pool is dictated by the open swim schedule during your reservation. **Prices are based on 15 guests. An additional \$1/person will be charges for any above 15.**

Multi-Purpose Room Rental during open building hours: \$25 per hour

AFTER HOURS RENTALS

Large Building Rental \$160/hour, max 150 people Available after hours
Includes gym, pool, sports court, jungle gym, teen game room and locker room facilities.

Large Building Rental (no pool) \$100/hour, max 150 people Available after hours
Includes gym, sports court, jungle gym, teen game room, and locker room facilities.

Overnight Building Rental \$400/night, max 150 people Available after hours
Overnighters are only allowed on Fridays and Saturday nights from 10:00 pm until 6:00 am and include all facilities listed in the above until 1:00 am. However, attendees are restricted to the Game Room, Gym, teen game room, and sports court after 1:00 am. Overnight Rentals are available to groups only and you must provide certificate of insurance.

Knox County YMCA

Facility Rental Rules & Regulations

Primary Use

YMCA facilities and equipment are first and foremost for use of YMCA members and regularly scheduled YMCA programs and activities. When these facilities are not in use by YMCA members and/or groups, they may be reserved for non-YMCA groups.

Non-YMCA Groups

The YMCA will make its facilities and/or property available only to non-YMCA groups that meet the following criteria:

- Groups whose purpose and objectives are generally compatible with those of the YMCA and who do not seek to exploit the YMCA name or constituency.
- Groups who are willing and able to take responsibility for their activities and who are willing to abide by the YMCA's rules and regulations.

Priorities for Use

Priorities for the use of facilities, property, and/or equipment by non-YMCA groups will be given to Religious, Social, Education, Civic, Cultural, and Community Service Groups.

Supervision

All groups will be required to designate an individual, 21 years of age or older, who will be responsible for the conduct of the group. This individual is responsible for communicating all rules and regulations to his/her group. The group leader is also responsible for ensuring all supervision ratios are maintained at all times during the event.

These ratios may be achieved by the use of additional qualified volunteers of the group and/or YMCA staff. The YMCA reserves the right to assign the appropriate number of staff necessary to attend any function. If the Swimming Pool is used, a certified YMCA lifeguard, employed by the YMCA, will be on duty. He/she will conduct an orientation of the aquatic area before the use of aquatic facilities and equipment. The group leader will be responsible for any cost incurred by the YMCA for staffing above and beyond those included in the basic facility use agreement.

Standards of Conduct

Any conduct contrary to the purpose of the YMCA is prohibited. Smoking and consumption of alcoholic beverages and/or illegal drugs are specifically prohibited anywhere on the property or in the facilities. The YMCA reserves the right to dismiss any individual and/or group that does not maintain the rules of conduct.

Certificate of Insurance – After hours rentals only!

All groups will be required to provide a Certificate of Insurance naming the YMCA as an "additional insured." Coverage extended to the YMCA shall not be less than \$1,000,000 and shall be provided prior to the event.

Responsibility for Damage

The individual responsible for the group and the group as a whole shall be responsible for all damages to the facilities, property, and/or equipment caused by group. A security deposit may be required. The group will be notified within 36 hours of the damage and payment required.

Loss of Personal Property

The YMCA assumes no responsibility for the personal property of individuals or groups utilizing the facilities and/or property.

Use of YMCA Name

Use of the YMCA's facilities does not imply endorsement or sponsorship of any event by the YMCA. Therefore, promotion shall be designed in such a way that no suggestions of endorsement or sponsorship are implied.

Unavailable areas

Due to safety/liability issues, areas of the building not available for use include the Wellness Center and Babysitting Room, Service Centers, and offices. Other areas may be available for use as outlined in the completed rental agreement.

General Facility Rules & Regulations:

- Shirt, shoes, and proper attire are required in all areas of the building except locker rooms and the pool deck.
- A change of shoes is required when using the gym on wet or snowy days (must be non-marking).
- All food is limited to the Lobby or Multi-purpose room.
- All children and youth must have direct adult supervision at all times (must be in the water if using pools).
- All equipment and supplies are limited to their appropriate areas.
- Gym bags and other personal belongings must be kept in locker rooms (or multi-purpose room if birthday party).
- Profanity and unsportsmanlike behavior will not be tolerated.
- No dunking or hanging on basketball hoops.
- No roller blades/skates or strollers are allowed in the gyms.

Pool Rules & Regulations:

- Everyone must shower before entering the pool area.
- Direct adult supervision is required for all children and youth. The adult responsible must be in the water with children/youth at all times.
- All swimmers must pass a swim test before using the deep end.
- Long hair must be tied back or in a cap. Swimmers must remove hairpins, earrings, and other jewelry before entering pool.
- Infants and toddlers must wear swim diapers. Disposable/cloth diapers are not allowed.
- Anyone with skin lesions, open sores, inflamed eyes or mouth, nose or ear discharge, or anyone who is known or suspected of having a communicable disease are prohibited from using the pool.
- No one wearing shoes is allowed on pool deck.
- No food, candy, or drink will be allowed in the pool area.
- Flotation items are limited to noodles, belts, and lifejackets unless otherwise specified.
- No spitting, spouting water from the mouth, urinating, expectorating, or blowing your nose in the pool.
- No diving.
- No running on the pool deck.
- No hanging on lane ropes.
- All swimmers must give full attention to lifeguard if a whistle is blow.

Knox County YMCA

Release and Waiver of Liability and Indemnity Agreement

In consideration for being permitted to utilize the facilities, services, and programs of the YMCA for any purpose, including but not limited to observation or use of facilities or equipment, or participation in any program affiliated with the YMCA, without respect to location, the undersigned, for himself or herself and any personal representatives, heirs, and next of kin, hereby acknowledges, agrees and represents that he or she has, or immediately upon entering or participating will inspect and carefully consider such premises and facilities or the affiliated program. It is further warranted that such entry into the YMCA for observation or use of any facilities or equipment or participation in such affiliated program constitutes an acknowledgement that such premises and all facilities and equipment thereon and such affiliated programs have been inspected and carefully considered and that the undersigned finds and accepts same as being safe and reasonably suited for the purpose of such observation, use, or participation.

IN FURTHER CONSIDERATION OF BEING PERMITTED TO ENTER THE YMCA FOR ANY PURPOSE, INCLUDING BUT NOT LIMITED TO OBSERVATION OR USE OF FACILITIES OR EQUIPMENT, OR PARTICIPATION IN ANY PROGRAM AFFILIATED WITH THE YMCA, WITHOUT RESPECT TO LOCATION, THE UNDERSIGNED HEREBY AGREES TO THE FOLLOWING:

1. THE UNDERSIGNED HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE the YMCA, its directors, officers, employees, and agents (hereinafter referred to as "releases") from all liability to the undersigned, his personal representatives, assigns, heirs, and next of kin for any loss or damage, and any claim or demands therefore on account of injury to the person or property or resulting in death of the undersigned, whether caused by the negligence of the releases or otherwise while the undersigned is in, upon, or about the premises or any facilities or equipment therein, or participating in any program affiliated with the YMCA, without respect to location.
2. THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the releases and each of them from any loss, liability, damage, or cost they may incur due to the presence of the undersigned in, upon, or about the YMCA premises or in any way observing or using any facilities or equipment of the YMCA or participating in any program affiliated with the YMCA whether caused by the negligence of the releases or otherwise.
3. THE UNDERSIGNED HEREBY ASSUMES FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH, OR PROPERTY DAMAGE due to negligence of releases or otherwise while in, about, or upon the premises of the YMCA and/or while using the premises or any facilities or equipment thereon or participating in any program affiliated with the YMCA.

THE UNDERSIGNED further expressly agrees that the forgoing RELEASE, WAIVER AND INDEMNITY AGREEMENT is intended to be as broad and inclusive as is permitted by the law of the State of Illinois and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT, and further agrees that no oral representations, statements, or inducement apart from the foregoing written agreement have been made.

I HAVE READ THIS RELEASE

I HAVE READ THIS RELEASE

Date participant's signature

date parent's or guardian's signature
(If participant is legally a minor)