



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

### APPLICATION FOR USE OF YMCA FACILITIES AND EQUIPMENT

Group: \_\_\_\_\_ Activity: \_\_\_\_\_

Person Responsible: \_\_\_\_\_ Day/Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Reservation Date(s): \_\_\_\_\_

Set Up Time: \_\_\_\_\_ Meeting Hours: \_\_\_\_\_ am/pm - \_\_\_\_\_ am/pm

Take Down/Cleaning to be completed by (time): \_\_\_\_\_

Area(s) Requested: \_\_\_\_\_ Y Conference Room \_\_\_\_\_ Youth Room  
\_\_\_\_\_ ALC Meeting Room A \_\_\_\_\_ ALC Meeting Room B \_\_\_\_\_ Both A & B

Other Areas Requested: \_\_\_\_\_ Additional Staff Coverage Needed: \_\_\_\_\_

Number of Tables: \_\_\_\_\_ Number of Chairs: \_\_\_\_\_ Other Equipment: \_\_\_\_\_

Food to be served: \_\_\_\_\_ (Refrigerator/storage space not available.)

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\_\_\_\_\_ \$25.00 Damage Deposit is due at time of signing (birthday parties, wedding/bridal showers, etc.).  
\_\_\_\_\_ Remaining fee MUST BE PAID IN FULL before or on the date of the meeting/event.  
\_\_\_\_\_ Total Amount Due

Conference Room or Single Classroom <i>20 people</i>		Both Classrooms or Youth Center <i>50 people</i>	
Nonprofit Groups: \$8.00 for 1 Hour \$16.00 for 2-4 Hours \$32.00 for 5-8 Hours Tax ID _____	Other Groups: \$16.00 for 1 Hour \$32.00 for 2-4 Hours \$64.00 for 5-8 Hours Plus Tax	Nonprofit Groups: \$15.00 for 1 Hour \$30.00 for 2-4 Hours \$60.00 for 5-8 Hours Tax ID _____	Other Groups: \$30.00 for 1 Hour \$60.00 for 2-4 Hours \$120.00 for 5-8 Hours Plus Tax

I, the undersigned, have read the preceding application and the regulations listed on the reverse side and agree to their standards and requirements.

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_  
For the Renting Group

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_  
For the YMCA

#### POLICIES FOR GROUPS

1. The Itasca County Family YMCA will not be held responsible for any accident or injury occurring to any members of the group while using the facilities requested. Any accident or injuries that do occur must be reported to a YMCA staff member immediately.
2. The Itasca County Family YMCA, ElderCircle or the City of Grand Rapids artwork or logos may not be used in any form in your promotional materials.
3. The YMCA is an alcohol and tobacco-free campus. Absolutely no smoking allowed on the YMCA grounds, inside or out.
4. The configuration of the room will be the responsibility of the group using/renting the space. Each group is responsible to clean after themselves and leave the room in the condition they found it.
5. The YMCA assumes no responsibility for lost or stolen articles.
6. The YMCA maintains the authority to cancel a facility use agreement at any time.
7. Each group is responsible for the conduct of the group with a competent leader as the responsible person.
8. The YMCA reserves the right to have staff attend any meeting held by non-YMCA groups.
9. Youth groups are required to have appropriate adult supervision (Minimally a 1/10 ratio).
10. Any conduct detrimental to the purpose of the YMCA, such as gambling, use of alcoholic beverages, etc. is prohibited.
11. The person responsible for the group is responsible for loss or damage to YMCA facilities and equipment caused by the group.
12. Use of the facilities does not imply endorsement or sponsorship of the event by the YMCA. Therefore, publicity shall be designed in such a way that no suggestion of endorsement and/or sponsorship is implied.
13. Admission fees to the event should not be charged except with prior approval by the YMCA.
14. Facility user will clean and maintain the area used throughout the rental time.
15. Staff on duty has the right to deny any services not listed on rental agreement.

Questions? Contact Lindsay Crummey @ 218.327.1161, [lcummey@ymcaitasca.org](mailto:lcummey@ymcaitasca.org)

Itasca County Family YMCA  
Attention: Lindsay Crummey  
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Grand Rapids, MN 55744