



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

YMCA Party Agreement & Facility Use Policy

WELCOME TO THE ALLEGHANY HIGHLANDS YMCA.

The Y: We are for youth development, healthy living and social responsibility.

Date of Party: _____ *Time of Party: _____ FEE: schedule attached

Child's Name: _____

Parent/Guardian Name: _____

Address: (Street) _____

(City) _____ (State) _____ (Zip) _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Email: _____

*Your party time includes set up time and you must vacate the party room by the end of your party time.

MAKING A RESERVATION

1. Please fill out the YMCA Party Agreement & Facility Use Policy and return it to the Member Services Desk.
2. Your FULL PAYMENT and signed AGREEMENT will be required at the time of the reservation. NO DATE WILL BE RESERVED WITHOUT PAYMENT. If for any reason, the YMCA cannot accommodate your party request, the payment will be refunded. If for any reason, you desire to cancel your party, you must cancel two weeks in advance of your party date in order to receive a refund. It will be at the discretion of YMCA management to determine if a refund is due if you cancel after the two week notice requirement.
3. FACILITY RENTALS AFTER NORMAL OPERATING HOURS MUST BE REVIEWED BY MEMBER SERVICES DIRECTOR PRIOR TO COMMITMENT OF DATE. PAYMENT IS TO BE MADE AT TIME OF DATE COMMITMENT.

FACILITY USAGE REQUEST & AGREEMENT

User agrees to follow all Virginia State health codes (i.e. no shoes on deck, showers are required before entering the pool, etc.). User will leave all rented areas of the facility in a clean organized manner, and will be responsible for all lost, stolen, or damaged YMCA property. If damage occurs, the user will be held accountable and billed for the damaged property. Damage charges will be determined by the YMCA.

The YMCA reserves the right to refuse service to any group not abiding by the rules. Groups unable to abide by the YMCA standards will be asked to leave. Groups forced to leave due to non-compliance with YMCA policies will NOT be refunded. Refunds will be issued for all cancellations made one week (7 days) prior to the scheduled pool party. Cancellations made without a one week (7 days) notice will NOT be refunded. If the party has to be canceled due to YMCA not being able to provide facility usage, a refund will be given or a substitute party date will be arranged.

Indemnification: User agrees to defend, indemnify, and save the Alleghany Highlands YMCA, it's agents and employees, harmless from any and all loses, claims (including subrogation claim), actions, costs, expenses, judgments, or other damages resulting from injury to any person (including injury resulting in death) or damage (including loss or destruction) to property, of whatsoever nature rising out of , or incident to the signed user's activities on the premises, or any condition existing on the used premises (including, but not limited to the acts of employees, agents and others to this agreement).

Please return original Pool Party Agreement to the Member Services Desk.

User/Group Representative

Date

YMCA Director

Date

YMCA FACILITY RULES

Updated 2/10/2015

Please carefully read through the following YMCA rules and procedures. Your signature is required at the bottom.

YMCA FACILITY RULES:

- Any group using the YMCA will be restricted to the activities and/or areas which it has reserved. Use of other areas is prohibited, with the following exception. Track area may be utilized by individuals waiting on party guests.
- The signed user must be 21 years of age and will be held responsible for the group's conduct, behavior, and adequate supervision. It is their responsibility to be sure all members of the group are aware of the YMCA policies and rules, and that they agree to abide by them. All persons are expected to conduct themselves in a respectable manner relative to the spirit of the YMCA.
- All YMCA guidelines and policies must be followed. All persons must treat YMCA facility, staff, and other patrons in accordance with the YMCA's core values of Caring, Honesty, Respect and Responsibility.
- All groups are responsible for leaving the reserved area as they found it. Any unscheduled cleaning required of the YMCA staff will be billed at \$25 per hour. Trash must be placed in the receptacles provided.
- Decorations may be used upon prior approval by the YMCA. Groups are responsible for the removal and clean up of any decorations used in the facility.
- Use of a caterer and/or entertainment shall be subject to the approval of the YMCA and the group will be responsible for any and all liability arising out of their services, products, or presence at the YMCA facility.
- The YMCA is a tobacco, drug and alcohol free environment. Use of tobacco products, consumption of alcoholic beverages and/or illegal drugs are specifically prohibited anywhere on the YMCA property or in the facility.
- Individuals accompanying party guests do not have use of the facility except the walking track may be utilized if space allows. Fitness Room, gym and programs are not available to party guests unless they are YMCA members.

SWIMMING POOL RULES (Reference: Aquatics Center Policy from Member Handbook):

- All pool guidelines and policies must be followed. All persons must treat YMCA facility, staff, and other patrons in accordance with the YMCA's core values of Caring, Honesty, Respect and Responsibility.
- Any child under the age of 5 must be accompanied by an adult in the water within arm's reach, ages 6-11 must pass the swim test in order to be in the water without being accompanied by an adult in the water with them. Children age 12+ who have not passed the swim test may swim in chest-deep or more shallow water without the parent in the water with them (this does NOT include the stairs)
- Youth must be at least 16 years of age to use the sauna and whirlpool.
- Access to the pool is through the locker rooms and shoes must be removed before entering the shower area.
- Swimmers MUST take a cleansing "Head to Toe" shower before entering the pool.

- Swim diapers are required for use by children ages 3 and under.
- No flotation devices are permitted.
- Street shoes are not to be worn on the pool deck. Swimsuits, towels, and locks are NOT provided.
- All diving is prohibited. Back dives, back jumps, and flips from the sides are also prohibited. The diving blocks are off limits.
- Hanging on buoy lines or lane lines is not permitted.
- No food or gum permitted. Please keep all beverages in closed plastic containers. NO GLASS!!!
- Situations that require conflict resolution will be handled by a YMCA Director. Lifeguards will obtain assistance when situations cause their attention to be taken away from the supervision of swimmers.

SET-UP:

- Set-up time is included in the scheduled party time.
- Decorations must be compatible to the YMCA mission.
- Decorations and party food are limited to the Activity Room.

CLEAN-UP:

- Clean the areas you used and return the rooms to their original set up.
- Clean up all trash and place in the receptacles provided.
- Sweep, dry mop, wet mop or vacuum as needed.
- Notify a YMCA staff member if there were any spills or damage.
- Clean all table tops and chairs. Return them to where you found them.
- Check for lost or left items.

A YMCA party staff member will be assigned to your group and will be present in the facility at all times. The YMCA has a zero tolerance for vandalism and your group will be financially responsible for any damages. Please keep all participants and guests in your rental area, and assign an adult to watch children. Adults within your party group may use the walking track. All individuals entering the building for the part must sign in on the party register.

I, the undersigned, have read the above information and take full responsibility for the actions of the group. I understand the fees and terms which apply to this contract and know that additional fees may apply if all terms are not met to the satisfaction of the YMCA.

I will be physically present at all times while my group is in the building.

_____ **User/Group Representative**

_____ **Date**

User/Group Payments
(For Staff Use Only)

Program Fee: \$ _____ Cash _____ Check # _____ Credit Card _____

Received By (Signature): _____ Date Paid: _____