

**Union County Family YMCA**  
**Ohio Army National Guard Community Training Center Rental Request**  
The National Guard reserves the right to cancel an event up to 90 days prior to an event.

Today's Date: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Organization: \_\_\_\_\_

Event Being Held: \_\_\_\_\_

Approximate Number of Participants: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Set-up Time: \_\_\_\_\_ Clean-up Time: \_\_\_\_\_

Start Time of Event: \_\_\_\_\_ End Time of Event: \_\_\_\_\_

Armory Gym: \_\_\_\_\_ Armory Kitchen: \_\_\_\_\_

Armory Classroom: \_\_\_\_\_

**Pricing Guide:**

- Kitchen with Appliances- \$50 per hour
- Kitchen without Appliances- \$25 per hour
- One Classroom- \$30 per hour
- Three Classrooms- \$75 per hour
- Gym- \$100 per hour
- Cleaning by YMCA Fee- \$250  
(optional, see rental information)
- Set-up or Tear Down by YMCA staff- \$50 each  
(\$100 for both)
- Additional Set up or Tear down time - \$25 per hour
- After Hours Fee - \$50 per hour
- Daily rates available upon inquiry – pricing varies

\*\*The YMCA reserves the right to require a security deposit of \$250 that will be given back within 5 days of the conclusion of the event pending no damages as determined by a YMCA representative.

**Billing:**

Room Rental Price	
Kitchen w/ Appliances	_____
Kitchen w/o Appliances	_____
Classrooms	_____
Gym	_____
Additional/Optional Fees	
YMCA Cleaning Fee	_____
YMCA set up or Tear down	_____
Additional set up/tear down	_____
After Hours	_____
Deposit	_____
<b>TOTAL:</b>	_____

Please read and sign agreement on page 2 & 3.

### Rental Information

- **The National Guard reserves the right to cancel an event up to 90 days prior to an event.** Rental times are subject to availability based on National Guard and YMCA events.
- The YMCA reserves the right to require a security deposit that will be given back at the conclusion of the event pending no damages or concerns as determined by a YMCA representative. The security deposit will not be cashed. The deposit will be placed in a secure location and will be returned to the event host within 5 days of the conclusion of the event pending no damages or cleaning concerns. It is the responsibility of the event host to come and retrieve the security deposit.
- To reserve the space, all fees must be paid in full at the time of the request.
- All events must be completed no later than 30 minutes before the YMCA closes unless prior arrangements have been made and approved by the Membership Director or Executive Director. Events occurring after the closing hours of the YMCA will be subject to an additional \$50 per hour.
- All food is to be kept in the rental room. Unless rented, the event does not have use of the kitchen facility. Please do not bring in food requiring refrigeration without including the kitchen in the rental.
- We do not provide any food unless ordered 48 hours in advance of event to ensure proper delivery time. You may bring in outside food; however, the arrival of the outside food source must occur within the rental time and the event host or a representative from the event must be present. The YMCA is not responsible for damage caused by the outside food source and responsibility falls on the event host
- Set-up must occur the day of the event and not the day before. The rental space is available for set-up one hour prior to the start time of the event. To set-up and/or leave the space for a period of time before the event which exceeds the one hour limit, will be an additional \$25 per hour to occupy the space in-between set-up and the start time of the event.
- Clean-up following the event is the responsibility of the event host, unless the \$250 Cleaning Fee has been paid. If you choose to pay the cleaning fee, the YMCA will clean-up following the event. Access to cleaning supplies will be given by a YMCA representative. The renter is responsible for removing all trash, cleaning tables, sweeping/ mopping floors and ensuring the rental space is left as it was found. The rental room must be completely cleaned within one hour after your designated contract time. Tear down and cleaning must occur the day of the event and not the day after. Exceeding the one hour limit after the conclusion of the event, will be an additional \$25 per hour.
- Use of projectors or other electronics in a Classroom requires a brief orientation on how to use the equipment. Improper use to the equipment resulting in damage will result in forfeiture of part or the whole security deposit, depending on the damage that occurred.
- Use of the appliances in the kitchen will require a brief orientation on how to use the equipment properly and safely. Children should not be in the kitchen without proper supervision.
- Cancellation of an event requires written notice to the Membership Director or Executive Director. Any cancellation will result in a cancellation fee of 10% of the total cost of the event and the remaining balance already paid will be refunded. If necessary, an event may be postponed and rescheduled for a later date, pending the availability of the space.

### Terms and Conditions

- No meeting/event will be closed. At all times a YMCA representative will have access to meetings/ events held in its facilities.
- Any group using the facility shall be responsible for damages to property and furnishings or any losses of the same due to carelessness or any other reason other than normal wear and tear.
- The YMCA will not be responsible for damages or losses to any person or property during their attendance at meetings/ events held by outside groups. The YMCA is not liable for any injuries incurred while on the premises or using YMCA/ Ohio Army National Guard Community Training Center facilities.
- In keeping with the policies of the YMCA, no alcoholic beverages, tobacco, or illegal drugs may be brought on the grounds of the YMCA, Ohio Army National Guard Community Training Center or inside either building. Those in violation of this rule will be asked to leave the property.
- If, at any time during the rental, the YMCA staff person on duty determines that the rules of the contract are not being followed, the rental may be immediately terminated, and the renting group will have to leave the YMCA/ Ohio Army National Guard Community Training Center property. If the rental is terminated for this reason, no refund will be issued.
- The YMCA retains the right to change room assignments based on scheduling conflicts and/or any other conflict.
- Reservations are to be made on a first come, first serve basis. Payment must be made in full at least 30 days before the rental date. Rental application and contract forms must be completed. At the discretion of the YMCA, the renter may be required to pay off-duty officers at their hourly rate for additional security.
- The YMCA assumes no responsibility whatsoever, for any property brought within the YMCA/ National Guard Community Center and the YMCA is hereby expressly released and discharged from any and all liabilities for any loss of property.
- Under no circumstances shall a group install nails, screws, bolts, etc. into walls, woodwork, floors, furniture, etc. Non-marking tape may be used to hang decorations.

As the contact person, I have read, understood, and agree to the rules of the contract above for use of the Ohio Army National Guard Community Training Center.

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Contact Person Signature

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Date

As the contact person/ event host, you will be responsible for the actions of your guests and others assisting with the event, collectively named as participants of the event. In lieu of individual waivers, the contact person/ event host agrees to the following Release and Waiver of Legal Liability on behalf of all participants of your event.

**RELEASE AND WAIVER OF LEGAL LIABILITY**

**THIS IS YOUR RELEASE AND WAIVER OF LIABILITY** (The “Release” ) You individually and/ or on behalf of any participant of your event, release the Union County Family YMCA its officers, directors, board members, employees, volunteers, agents, independent contractors, and other participants and/or others acting on its behalf (collectively, “YMCA”). **You agree that this Release is effective immediately. This is important to you and/or your participants, so do not sign until you have had your questions answered.** You provide this Release freely, and without duress under the following terms:

1) **GENERAL RELEASE:** I hereby agree for myself and/or any participant of my event and our respective heirs, assigns and legal representatives, to indemnify, defend, and hold YMCA and its officers, directors, board members, employees, volunteers, agents, independent contractors, and other participants (“Releases”) in the program harmless from any and all claim and causes of action of any nature for any and all personal injury or illness, including death, which may occur to me an/or any participant of my event or which may be aggravated during or by any activity during the course of the program in which I have decide to allow myself and/or any participant of my event to engage. I further waive any and all claims or causes of action, which I and/or any participant of my event may now or hereafter have against Releases which may at any time arise as a result of any act or thing occurring in or arising out of my and/or my child’s participation in the program. I further expressly understand and agree the foregoing indemnity, release and waiver is intended to be as broad and inclusive as permitted by the law of the State of Ohio and that any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full force and effect.

2) **ASSUMPTION OF RISK:** I, individually and/or on behalf of any participant of my event, expressly and specifically assume any and all risk of injury, illness, death, or property damage resulting from my YMCA activities. **Once you sign, you are saying that you understand the risks involved and accept all of the risks.**

3) **MEDICAL RELEASE:** I, individually, and/or any participant of my event, further hereby release YMCA from any claim whatsoever which may arise as a result of any first aid, treatment, or services or assistance provided to me in connection with any injury that arises from activities at the YMCA or National Guard Community Center. A) I take full responsibility for my and any participant of my event’s welfare and safety on or at the YMCA activities. B) I hereby give permission for emergency medical treatment to be administered as deemed appropriate.

4) **INSURANCE: YOU ARE EXPECTED TO HAVE YOUR OWN HEALTH INSURANCE.** You should understand that the YMCA does not carry insurance to cover injuries and losses that may befall you.

**HAVING READ, UNDERSTOOD, AND AGREED WITH THESE TERMS, I HAVE EXECUTED THIS RELEASE, TO BE EFFECTIVE IMMEDIATELY.**

\_\_\_\_\_  
Contact Person Signature

\_\_\_\_\_  
Date