

**Osage Prairie YMCA  
Rental Request**

Cost: \_\_\_\_\_  
Approved: \_\_\_\_\_

Event: \_\_\_\_\_ Group Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Times of Event: \_\_\_\_\_ YMCA Member? Yes No

Time in for Set Up: \_\_\_\_\_ Time Out after Cleaning: \_\_\_\_\_ Is group 501(C)(3)? Yes No

Description of what room will be used for: \_\_\_\_\_  
\_\_\_\_\_

List items that you need (chairs, tables, etc.): \_\_\_\_\_

Group Address: \_\_\_\_\_

Printed Name of Authorized User / Org. Rep.: \_\_\_\_\_

Title / Position of Authorized User: \_\_\_\_\_ Phone #: \_\_\_\_\_

If rental is for a youth group, number of adult chaperons age 21 and older: \_\_\_\_\_

Number of people expected at event: \_\_\_\_\_ Number of minors: \_\_\_\_\_

Additional Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

1. All participants are required to follow the Code of Conduct.
2. A YMCA staff person will be present to oversee all rentals. This person will make final decisions regarding building and equipment usage and Code of Conduct issues.
3. Cancellation of use of the room should be done as soon as possible. If cancellation is not made 24 hours prior to the event, renters shall pay ½ of the rental fee.
4. A deposit of \$100 or half the rental fee shall be paid seven days prior to event to assure reservation. This fee will be deducted from the rental fee.
5. The user organization will have a policy of general liability insurance with limits of \$1,000,000 personal injury, sickness, or death per any one occurrence naming the Osage Prairie YMCA as an additionally insured. User shall provide certificate of insurance prior to use of facility. The insurance carrier shall not look to any insurance of the YMCA for any contributions toward any liability claim involving the user organization or arising out of the use of the facility.
6. Use of alcohol and tobacco products is prohibited.
7. The facility may not be used for retail sales.
8. User is responsible for the set up and cleaning of rooms used. There will be an additional fee of \$10 for cleaning if not done satisfactorily.
9. Outside food and supplies must be taken with the renter at the end of the event. The YMCA is not responsible for supplies or food left after the event.
10. Facility reservations are not confirmed until the YMCA approves the agreement, the Certificate of Insurance is received and accepted, and the deposit is paid.
11. All groups must perform a swim test prior to using the pool.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date