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FOR SOCIAL RESPONSIBILITY

## **ATHLETIC CENTER**

### **MULTI-PURPOSE ROOM**

YMCA Members \$100.00

Non-Members \$125.00

Damage Deposit \$100.00

- Rental fee and damage deposit must be paid before facilities are reserved
- Cancellations must be made fourteen days in advance
- Cancellations not made within fourteen days will result in loss of deposit
- Events cancelled due to weather can be rescheduled

### **RULES AND REGULATIONS**

1. Renter is responsible for setting up and taking down tables and chairs.
2. Renter is responsible for sweeping, mopping, and disposing of all trash. Cleaning equipment, supplies, and trash bags will be provided by the YMCA.
3. All activities must conclude and facilities cleaned and secured prior to YCMA closing time.
4. Alcohol and tobacco products are not allowed in the YMCA.
5. The fire code prohibits the kitchen from being used for cooking. Food should be pre-cooked prior to events in the multi-purpose room.
6. The multi-purpose room is available for church activities, civic events, training functions, family reunions, anniversaries, and similar activities.
7. Other functions are subject to approval by the YMCA.
8. Renters are to use the outside entrance near the Trade Lot and bathrooms located in the room.
9. Renters are not to use any other YMCA facilities without prior permission.
10. According to fire code, maximum capacity for the multi-purpose room is 120.
11. The YMCA is not responsible for times left in the room.

### **EQUIPMENT AND SUPPLIES**

- Institutional dishwasher
- Refrigerator
- Stove for reheating
- Microwave
- Island for food preparation
- Tables and chairs
- Two coffee urns
- Small coffee maker
- Telephone
- Flatware, dishes, plates, salad bowls, coffee cups, glasses for 100 patrons
- Sounds system for cassette tapes and compact discs
- Warming oven
- Ice maker



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## Altavista Area YMCA Multi-Purpose Room Rental Contract

Date\_\_\_\_\_

Lessor: Altavista Area YMCA-Athletic Center

Lessee Name:\_\_\_\_\_

Lessee Address:\_\_\_\_\_

Lessee Telephone number(s):\_\_\_\_\_ Alternate # \_\_\_\_\_

Type of Event (Circle one):    Adult Birthday    Anniversary    Business Function    Reception  
Memorial Service

### Summary of Lease Agreement terms:

Now, therefore, in consideration of the mutual covenants and conditions contained herein, Lessor and Lessee agree to the following:

Leased Premises: Altavista Area YMCA Multi-Purpose room located at 718, 7<sup>th</sup> St., Altavista VA.

**Lease date:**\_\_\_\_\_ **Begin time**\_\_\_\_\_ **End time**\_\_\_\_\_.

**Set-up date:**\_\_\_\_\_ **Time:**\_\_\_\_\_

A \$100.00 cleaning deposit is required at time of request and will be refunded if the facilities are left in the condition they were found as determined by the YMCA Staff.

**Deposit paid on:**\_\_\_\_\_

Room Rental is \$100 for YMCA Members and \$125 for Non-Members and must be paid prior to Set-up.

**Room Rental paid on:**\_\_\_\_\_

- Returned checks will result in an additional \$50 fee.
- Both Deposit and rental fees must be paid before set-up begins.
- Lessee agrees to be held financially responsible for all damages to the real personal property at the Leased premises, normal wear and tear expected, and accepts financial responsibility for such damages.

-Agreement is for the use of the Multi-Purpose Room only.



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## Rules for use of Multi-Purpose Room

1. Absolutely no Alcohol or Tobacco is to be in the building. Discovery of alcohol or tobacco use in the building will result in the immediate shut down of the event. Altavista Town Ordinance prohibits the use of alcohol in the Trade Lot Parking lot. This will be enforced by the TOA Police department
2. The YMCA Sports Office will need to be notified one week in advance of individuals, other than lessee, that will need access to the room for set-up (i.e. caterer, coordinators, etc.).
3. Cancellations must be made 14 days prior to scheduled event. Cancellations made inside of the 14 day period will result in forfeiture of the \$100 deposit.
4. Please clean the room according to the cleaning check list that is attached.
5. Plastic Trash bags, toilet paper and restroom hand towels will be provided. Paper products (ie., paper towels, napkins, etc.) will not be provided.
6. All Lights, stereo equipment should be turned off and all doors are to be locked at the conclusion of the event.
7. Any damage to the property must be reported to the YMCA no later than the next business day.
8. Any malfunctioning equipment should be reported to the YMCA no later than the next business day.
9. If an accident should occur, notify the Sports Office within 24 within of the nature of damage to persons or building.
10. Personal property of the YMCA should not be removed from the building at any time.
11. Event guest are encouraged to use the YMCA parking lot across the street next to Sunshine Cleaners.

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Signature

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Date



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## Cleaning Check List

At the conclusion of your event the room should be properly cleaned.  
Please complete the following steps prior to leaving the building.  
Initial beside each item as completed.

- Kitchen counter, cabinets, appliances, folding tables and chairs should be wiped clean.\_\_\_\_
- Trash should be bagged, tied and disposed of in the dumpster behind the YMCA.\_\_\_\_
- Dishes, pots, silverware, glassware and utensils should be washed and put away.\_\_\_\_
- Floors should be dust mopped and wet mopped where necessary.\_\_\_\_
- Bathroom toilets, sinks and fixtures should be wiped down.\_\_\_\_\_
- The bottom line is please leave the room in the same condition you found it.

Please sign, date and leave this form on the counter as you leave the building.

Name \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_