



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
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. Renters are not allowed to use the dividers. Please leave in place.
6. The fire code prohibits the kitchen from being used for cooking. Food should be pre-cooked prior to events in the multi-purpose room.
7. The multi-purpose room is available for church activities, civic events, training functions, family reunions, anniversaries, and similar activities.
8. Other functions are subject to approval by the YMCA.
9. Renters are to use the outside entrance near the Trade Lot and bathrooms located in the room.
10. Renters are not to use any other YMCA facilities without prior permission.
11. According to fire code, maximum capacity for the multi-purpose room is 120.
12. 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, 7th 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 Y front desk 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 (i.e., paper towels, napkins, etc.) will not be provided.
6. All lights, stereo equipment 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 Y no later than the next business day.
8. Any malfunctioning equipment should be reported to the Y no later than the next business day.
9. If an accident should occur, notify the Y (434.369.9622, ext. 0) within 24 hours.
10. Personal property of the Y will not be removed from the building at any time.
11. Any personal items brought to the multi-purpose room are to be removed at the conclusion of event.

Signature

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. ____
- Remove all items from refrigerator and freezer. ____
- Tables and chairs put back into storage closet. ____
- Trash bagged, tied and disposed of in the dumpster behind the YMCA. ____
- Dishes, pots, silverware, glassware and utensils washed and put away. ____
- Floors dust mopped and wet mopped where necessary. ____
- Bathroom toilets, sinks and fixtures wiped down. ____
- Turn off sound system, microphone, fans, lights, oven, food warmer, coffee pots. ____
- Leave the room in the same condition you found it. ____

Sign, date and return form to the front desk as you exit the facility.

Name _____

Signature _____

Date _____

Time _____