



# Siskiyou Family YMCA

## After Hours Facility Rental Info

FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

### YMCA Party Package Fees

*\*All pricing is based on 2 hour time blocks with 30 minutes before to set up and 30 minutes after to clean up.*

*\*Indicates After Hours ONLY! Saturday Times: 5-7pm*

Packages	Rates	Hours	Total
<b>*Game Room-</b> Includes exclusive use of the Teen Center or Gym (Includes 1 Y Staff)	<b>\$50 Mem / \$100 Non-Mem: Gymnasium</b> <b>\$60 Mem / \$120 Non-Mem: Teen Center</b> <b>\$100 Mem / \$200 Non-Mem: Both rooms</b>	_____	\$ _____
<b>Climb-</b> Includes exclusive use of the Climbing Wall (Includes 2 Y Staff)	<b>20 Kids \$100 Members / \$150 Non-Members</b>	_____	\$ _____
<b>*Climb &amp; Game Room-</b> Includes exclusive use of both Climbing Wall and Teen Center (Includes 2 Y Staff)	<b>25 Kids \$150 Members / \$200 Non-Members</b>	_____	\$ _____
<b>*Climb/Play/Gym Exclusive-</b> Includes exclusive use of the Climbing Wall, Teen Center and Gymnasium (Includes 2 Y Staff)	<b>30 Kids \$200Members / \$250 Non-Members</b>	_____	\$ _____
<b>*Jump House Rental-</b> We have a jump house that can be rented in addition to any rental of the gymnasium. (Includes 3 Y Staff)			
<b>Small Jumphouse "8x8" = \$50 Mem / \$100 Non-Mem</b> <b>(2-5yr olds 3 max inside at once)</b>		_____	\$ _____
<b>Medium Jumphouse "12x12" = \$100 Mem / \$150 Non-Mem</b> <b>(6yrs+ 3 max inside at once)</b>		_____	\$ _____
<b>2 in 1 Jumphouse/Slide (giant) = \$150 Mem / \$200 Non-Mem</b> <b>(6yrs+ Circuit Course)</b>		_____	\$ _____

ALL Participants must have a parent signed Release of Liability before entering the facility\*

Please Note: 20% Deposit Fee is required at time of booking. **Booking must be 2 weeks prior to the event date.** The Deposit will go towards your overall costs. You may cancel your reservation up to one week prior to the event date. If a cancellation occurs after that time you will NOT be refunded the 20% deposit fee.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

Expected Number of Participants: \_\_\_\_\_

Occasion: \_\_\_\_\_ (i.e. Birthday, Retirement, etc.)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date (received form): \_\_\_\_\_ Date (Staff Called to confirm Party): \_\_\_\_\_

#### For Official Use Only:

Staff Scheduled: Yes No

Confirm Availability: Yes No

Deposit Taken: \$ \_\_\_\_\_

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### Facility Rental Policies

1. All Serving of Food and Beverages must take place in the Game Room. Absolutely NO food or beverages, except water, is allowed in the Basketball Court or Youth Activity Center (small weight room).
2. YMCA allows use of the kitchen area with the rental of the Teen Center. The kitchen includes a fridge for drinks/food and a freezer for ice cream. YMCA's selling merchandise is also located in the kitchen so please make sure to only use what you bring!
3. YMCA provides tables, chairs and garbage bags. **You must provide your own BLUE PAINTERS TAPE if you would like to hang decorations on the walls. No Glitter!**
4. No alcoholic beverages are allowed on the YMCA premises at any time.
5. Nothing is permitted in the gym that may cause damage to the floor.
6. All outside equipment (i.e. jump houses, tables, chairs, stereo equipment, etc.) must be first approved by the YMCA Program Director.
7. The Weight Room and all non-climbing areas in the Youth Activity Center are off limits at all times.
8. All major clean-up must be done by the renting party before leaving the facility.
9. The renting party will be allowed to start setting up one half hour prior to the rental time. All clean-up must be done no later than one half hour past rental time.
10. All renting parties must follow Siskiyou Family YMCA policies in regards to using YMCA equipment.

Initials That You Agree: \_\_\_\_\_



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## Staff Facility Rental Duties

1. Check the Party Binder to make sure that they **Paid for the party** and to double check what the party includes such as rockwall (no age as long as they fit in a harness), jump houses (must be over 6yrs old) and game room.
2. As the party comes in, stop them at the counter to have parents sign the **ROL & Covid Waivers** (2 pages). If the party includes the rockwall we need to make sure to attach the **Rockwall ROL** to the front of the ROL & Covid waiver making it 3 pages they each have to sign.
3. Once ROLS are completed please **Attach/Staple** to the back of the correct BDay Party Form.
4. We provide Tables, Chairs and Trash Bags to the Party Group. Please help them get tables out of the closed and supply them with 1-2 Big Trash Bags.
5. Ask them if they will need more chairs and if so grab some extras from the aerobics room closet. But make sure to put the same amount of chairs back in the aerobics room.
6. Inform them that they are able to use the kitchen counters and the fridge/freezer to store food and ice cream. They can not use the stove/oven.
7. Also inform them that they can only go in and out of the front door by the office desk, that all other doors including the game room door leading outside are all alarmed and will go off.

## Checklist Duties

Staff please initial next to each item on the list showing that the item has been completed! Please divide up the tasks so it is distributed. Management will check the checklists after each party to make sure everything went well!

Staff Names: \_\_\_\_\_, \_\_\_\_\_ & \_\_\_\_\_

### **Pre-Party: (4:30pm-5pm)**

- \_\_\_\_\_ Bring Out Tables
- \_\_\_\_\_ Ask them if they will need more Blue Cushioned Chairs
- \_\_\_\_\_ Unlock Kitchen & inform them they can use the counters and fridge/freezer
- \_\_\_\_\_ Supply them with 1-2 Big Trash Bags
- \_\_\_\_\_ If using Jump Houses: Sweep Basketball Court before putting Jump Houses Down

### **Post-Party: (7pm-7:30pm)**

- \_\_\_\_\_ Put Away Tables
- \_\_\_\_\_ Put Chairs Back in there places and Back in the Aerobics room closet if you used any
- \_\_\_\_\_ Wipe Down Tables/Kitchen Counters
- \_\_\_\_\_ Take Trash Out (make sure fridge/freezer is cleared out of their stuff, if not put in trash). Make sure door going out to the trash is slammed shut all the way!
- \_\_\_\_\_ Vacuum
- \_\_\_\_\_ Sweep/Swiffer Linoleum under tables & in the Kitchen
- \_\_\_\_\_ Clean Jump Houses w/ Swiffer and Wet Pads
- \_\_\_\_\_ If used Basketball Court: Sweep Basketball Court after putting away Jump Houses
- \_\_\_\_\_ If used Rockwall: clean up any chalk messes off the floor
- \_\_\_\_\_ Shut & Lock all Game Room Windows
- \_\_\_\_\_ Lock Up both of the Office Front/Exit Doors as you leave!