FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

The YMCA at The Essentia Wellness Center
4289 Ugstad Road
Hermantown, MN 55811
Phone: (218) 241-8008

Use of Facility Request: Application and Agreement for Rental

Name of Group:

Address: **City**: **State**:

Phone Number: **Email**:

Date(s) of Rental: **Hours:** From: To:

Number of Participants: Adults: **Youth**:

Requested Space(s) for Rental:

YMCA Staff Use Only:				
Location	**Hourly Rate**	**Hours**	**Fee**	**Y Staff Contact**
1/2 gym	$100.00			Wellness
Full gym	$200.00			Wellness
Rec/Lap Pool	$300.00			Aquatics
Therapy/Family pool	$200.00			Aquatics
Event Room	$100.00			Membership
Community Room (Full: Seats 120)	$150.00			Membership
Community Room (Half: seats 60)	$125.00			Membership
Studio A/Studio B	$100.00			Wellness
Bounce House: Daily	$300.00			Youth Development
Additional Staffing Costs	$41.00			Department of Use
DIY Birthday Party - Gym (EWC Event Room)	$210.00 (Members) $245.00 (Community)	2 hr. rental plus 30 min. setup & 20 min. clean-up		Membership
DIY Birthday Party – Pool (EWC Event Room)	$250.00 (Members) $285.00 (Community)			Membership
DIY Birthday Party - Gym (Community Room North "Kitchen" Side)	$180.00 (Members) $210.00 (Community)	2 hr. rental plus		Membership

DIY Birthday Party – Pool (Community Room North "Kitchen" Side)	$220.00 (Members) $250.00 (Community)	30 min. setup & 20 min. clean-up		Membership
DIY Birthday Party – Gym (Community Room South "non-kitchen" side)	$150.00 (Members) $180.00 (Community)	2 hr. rental plus 30 min. setup & 20 min. clean-up		Membership
DIY Birthday Party – Pool (Community Room South "non-kitchen" side)	$190.00 (Members) $220.00 (Community)			Membership
	Subtotal:			
	Tax (8.888%):			
	Total Fee:			
	Deposit:		$50.00	
	Additional Paid:			
	Remaining Balance Due:			

***Additional staff may be required at a rate of $41.00/hr.**

All rentals are subject to 8.888% tax. Organizations must provide tax exempt certificate if tax exempt. YMCA Financial Assistance may be applied for and used as appropriate.,

POLICIES FOR RENTING THE YMCA FACILITIES

1. Groups using the YMCA facilities are responsible for the proper care or equipment and facilities. The group using the facilities will be assessed for any damages to the building or equipment.
2. The YMCA is not responsible for lost articles; it highly recommended that all valuables are secured while your group is in the building.
3. Any and all staff will be enforcing and upholding YMCA rules and policy, including the use of appropriate language. Groups are expected to respect requests made by these staff members.
4. Absolutely NO alcoholic beverages are allowed in the YMCA.
5. Each area within the facility has additional guidelines and rules; please be sure your group has become familiar with these prior to use of the YMCA facilities.
6. Group Rentals (schools, athletics, businesses, non-profits, etc.): The YMCA carries no insurance for groups using the facilities; it is required that your group procure their own insurance. A copy of your certificate of insurance must be sent with the rental agreement.
7. Groups may buy day passes to use the Y facilities for regularly scheduled activities without paying extra exclusive rental fees. Some examples would be open swim, open gym, group exercise classes, use of the wellness center, etc. Daily fees for group users apply to participants that are not current members of the Y. Youth day pass rate is $6.50, Adult day pass rate is $13, and a Family day pass rate is $26.
8. Certain areas require a YMCA staff person with the rental. These areas are noted below with an *. Fee for each YMCA staff is $41.00/hour.
9. The balance of the facility rental fee must be paid upon entry into the facility on the day of the rental. Any cancellation must be communicated in writing at least two weeks prior to the rental date.

10. In accordance with Y-USA Sex Abuse Prevention policies, all Y members and guests over the age of 16 are required to show a valid photo ID for entrance into our facility. Registered sex offenders are not eligible for membership or use of the Lake Superior Y facility. PLEASE BE SURE TO LET ALL PARTICIPANTS (AGES 16+) KNOW THEY WILL NEED TO SHOW A PHOTO ID ON THE DAY OF THE RENTAL.

The prices listed below are hourly and are for exclusive use of the space. Check with the program coordinator or Rental Manager for availability.

Facility Guidelines

General Guidelines

Youth ages 10 and under must have direct adult supervision at all times. Day pass fees do not apply to parent chaperones of the group. If the group cannot provide adequate coverage, the Y may be able to provide staff for an additional fee.

Recreational Pool

- Lifeguards will be provided by the Y.
- Swimmers must wear swimsuits. Street clothing is not allowed.
- Everyone must take a shower before entering the pool.
- Do not enter the pool until the lifeguards are on duty and rules/policies have been explained.
- No rough play, flips, twists, running, pushing, or dunking allowed.
- No food, drinks, glass, or gum allowed in the pool area.
- No outside floating devices allowed. The Y will provide life jackets if necessary.
- Balls and noodles (1 per person) will be allowed in the Rec pool.
- Children under the age of 7 and non-swimmers must remain within arms' reach of a parent/caregiver.
- All children 12 and under must take a safety swim test to determine which areas of the pool they may swim.

Therapy Pool (capacity 21)

- Lifeguards will be provided by the Y.
- Swimmers must wear swimsuits. Street clothing is not allowed.
- Everyone must take a shower before entering the pool.
- Do not enter the pool until the lifeguards are on duty and rules/policies have been explained.
- No rough play, flips, twists, running, pushing, or dunking is allowed.
- Jumping into the pool is not allowed.
- No food, drinks, or gum allowed in the pool area.
- No outside floating devices allowed. The Y will provide life jackets if necessary
- Children under the age of 7 and non-swimmers must remain within arms' reach of a parent/caregiver.
- Children must remain where they are able to comfortably reach the bottom of the pool with their feet and have their chin above the surface of the water.

Whirlpool (capacity 3)

- It is recommended that no one uses the whirlpool for more than 10 minutes.
- One must be 16 years or older to use the whirlpool.
- Everyone must take a shower before using the whirlpool and before (re)-entering another pool.
- Refrain from submerging past your shoulders.

Gymnasium

- No street shoes or black sole shoes allowed in the gym.
- Be courteous of others using the gym.
- No hanging on the rims or grabbing nets.
- The gym can be used for volleyball, basketball, open gym, or other organized games. Some equipment may be loaned out such as basketballs and volleyballs. Balls are to be used in the gym only.

2nd Floor Studios

- Ages 12+ may use the running track and participate in Group Exercise classes. Studio flooring is to be used for Group Exercise classes and personal fitness uses only. Studio equipment may be used for Group Exercise classes and personal fitness uses only.
- Ages 11 and under may only use the track, but must be directly supervised by an accompanied parent or caregiver.
- Horse play with or misuse of studio equipment may result in suspension of use and/or the facility.
- After use, participants must disinfect, return and store equipment in an organized manner.
- Personal belongings must be stored and locked in locker rooms. Locks are available for purchase at the Member Service Desk.
- Eating or drinking is prohibited, with the exception of capped water bottles.
- Must wear clean, athletic shoes on studio floor. No outside shoes.
- Members must wear hand wraps or gloves when using the heavy bag.

Track

- Track direction alternates based upon even and odd days. Please see calendar for direction.
- Faster traffic must stay on the outside lane with slower traffic on the inside lanes. Please do not block the flow of traffic.
- Strollers and wheelchairs are welcome on the track inside lane. Please wipe down wheels prior to track use.
- Track users must wear clean, secure footwear. No outside shoes.

Community Room

- Located in the main level of the Y, this room is perfect for large group meetings, job fairs, and seminars or family events including baby showers, bridal showers, and graduations.
- This room seats up to 120 people. It can be rented in full, or split in half for a smaller group
- Accommodations: Wi-Fi, TV's with HDMI cord, (sink, microwave, fridge on north side of community room).

Event Room

- Located on the main level of the Y, this space is ideal for staff or board meetings, group trainings, seminars or presentations, and much more.
- This room seats up to 24 people
- Accommodations: Wi-Fi, direct pool access, TV with HDMI cord, sink, private restroom

DIY Birthday Parties

- Two-hour room rental in addition to 30 minutes before and after the party for set-up/clean-up.
- Admission for 12 children to use open gym, open swim or open rock-wall. Additional space rental outside of open times are available for an additional fee.
- Open gym, open swim, and open rock-wall time is to be used in the first hour of the 2 hour rental block.
- The Y does not supply table cloths, paper-ware, or decorations. Hosts may bring their own decorations. Please use the provided painter's tape if you wish to hang anything.

Additional information for rental spaces:

- Reservations are made for specific time periods – the space is not yours until the reservation time begins. We allow 30 minutes prior to the party for set-up and 20 minutes after the party for clean-up.
- The area must be left in an orderly condition when you leave at the end of the time period; all trash and decorating items must be disposed of properly in provided containers and left clean for the next group using the space. Damage fee may be assessed if space is not clean and neat upon departure.
- Outside food and beverage may be brought in. Please note, utensils and paperware are not provided, so please supply those if needed.
- All rentals are dependent on the Y being able to obtain personnel to supervise the building. The Y reserves the right to refuse rental of the facilities to any group. Also, any verbal request made at the time of the rental must be respected. Thank you!

Agreement

I understand the rules and special instructions for renting the various YMCA facilities as outlined on the application, and I agree to ensure compliance to these by the group that I represent.

I agree to hold the YMCA harmless from any liability and to further indemnify and hold harmless the YMCA, its agents or employees, from any and all claims arising from our use of the YMCA whether based on injury, accidents, loss, negligence, or any other theory. I understand that the YMCA does not carry insurance to cover groups renting the facilities and therefore the YMCA requires that groups provide proof of their own insurance coverage by a certificate of insurance.

I agree to leave the facility in as clean and orderly a condition as it was upon the group's arrival. Any damage to equipment or facility, or any cleaning costs will be charged to the rental group.

I agree to vacate the facility at the time specified and to communicate any problems to the YMCA representatives.

Signed _____ **Date**_____
Signature of Group Leader

Application Approved By _____ **Date**_____
Name of YMCA Staff

For Office Use Only

Y Staff Contact: _____

Rental Fee:_____ Date of Rental: _____

Rental Fee Paid in Full On:_____

☐ Space reserved in Outlook Calendar & Group Ex Pro/Online Schedule
☐ Notified program director(s)