



Altavista Area YMCA

Multi-Purpose Room Rental Information

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

**For additional information, questions and availability, please contact the Athletic Center
Front desk at 434.369.9622 x10 or by email at info@altavistaymca.com.**

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 30 minutes before closing time, and facilities cleaned and secured prior to YMCA closing time. Monday through Friday, 8:00am–9:00pm, Saturday 8:00am–5:00pm and Sunday 1:00pm–5:00pm.
4. Alcohol, tobacco, e-cigarettes, or marijuana products are not allowed in the YMCA.
5. Any tape used on the walls, ceiling tiles, and fans, **MUST** be removed at the end of the event and leave no marks.
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, birthdays, 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 the bathrooms which are located in the multi-purpose 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 items left in the room.

EQUIPMENT AND SUPPLIES

- Dishwasher
- Refrigerator/freezer
- Stove for reheating
- Microwave
- Island for food preparation
- Tables and chairs
- Two coffee urns
- Small coffee maker

- Three beverage dispensers
- Flatware, dishes, plates, salad bowls, coffee cups, glasses for 100 patrons
- Serving utensils
- Sound system for cassette, CDs and aux cord
- 75" TV
- Warming oven
- Ice maker



Altavista Area YMCA Multi-Purpose Room Rental Contract

YMCA Members \$150.00
Non-Members \$175.00
Damage Deposit \$100.00

Date:

Lessor: Altavista Area YMCA-Athletic Center

Lessee Print Name:

Lessee Address:

Lessee Telephone number(s): Alternate:

Type of Event (Circle one): 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.
Agreement is for the use of the Multi-Purpose Room only.

Lease Date: Begin Time: End Time:

****Not to exceed closing 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 Date:

Room Rental is \$150 for YMCA Members and \$175 for Non-Members and must be paid prior to set-up.

Room Rental Paid Date:

*Returned checks will result in an additional \$60 fee

*Both deposit and rental fees must be paid before set-up begins

*Lessee agrees to be held financially responsible for all damage to the real personal property at the Leased premises, normal wear and tear expected, and accepts financial responsibility for such damages

*Please limit the amount of glitter used



Rules for use of Multi-Purpose Room

1. Absolutely no Alcohol, E-cigarettes, Tobacco, or Marijuana usage in the YMCA. Discovery of any of these products in use in the facility 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 front desk will need to be notified 7 days in advance of individuals, other than lessee, that will need access to the room for set-up (i.e., caterer, coordinator, photographer, etc.).
3. Cancellations must be made 7 days prior to scheduled event. Cancellations made inside of the 7-day period will result in forfeiture of the \$100 deposit.
4. Please clean the room according to the cleaning check list that is attached. Return to the front desk before exiting the building. Staff will do a room inspection.
5. The stove top and oven are only to be used for heating or warming food. They are not to be used for cooking.
6. Plastic trash bags, toilet paper and restroom hand towels will be provided. Paper products (i.e., paper towels, napkins, etc.) will not be provided.
7. All lights, stereo equipment should be turned off and all doors are to be locked at the conclusion of the event.
8. Both thermostats need to have the needle set to the middle.
9. Any damage to the property must be reported to the YMCA no later than the next business day.
10. Any malfunctioning equipment should be reported to the YMCA no later than the next business day.
11. If an accident should occur, notify the front desk within 24 hours with the nature of damage to persons or building.
12. Personal property of the YMCA should not be removed from the building at any time.
13. **ALL ACTIVITIES MUST CONCLUDE 30 MINUTES BEFORE THE YMCA CLOSING, AND FACILITIES CLEANED AND SECURED PRIOR TO THE YMCA CLOSING TIME.**

Monday through Friday, 8:00am–9:00pm, Saturday, 8:00am–5:00pm and Sunday, 1:00pm–5:00pm

Signature:

Date:

A signed copy to be given to Lessee



Cleaning Check List

Please complete the following steps prior to leaving the building. Guests will initial beside each item as completed. Staff and house keeping will follow up before you leave. Upon completion, staff will send the checklist to the Financial Director for return of deposit.

***** All events must conclude 30 minutes before the YMCA closes; room cleaned and exited the facility no later than YMCA closing time. Failure to do so will result in loss of deposit. *****

Kitchen counters, cabinets, appliances, folding tables, and chairs should be wiped clean

guest _____ staff _____

Trash, including the restrooms, should be bagged, tied, and disposed of in the dumpster behind the YMCA

guest _____ staff _____

Dishes, pots, silverware, glassware, and utensils washed and put away.

guest _____ staff _____

The refrigerator emptied of personal all personal items.

guest _____ staff _____

Floors should be dust mopped and wet mopped where necessary.

guest _____ staff _____

Bathroom toilets, sinks and fixtures should be wiped down.

guest _____ staff _____

Tape removed from walls, ceiling tiles, and fans.

guest _____ staff _____

Leave the room in the same condition you found it.

guest _____ staff _____

Return the key to the front desk.

guest _____ staff _____

Please sign, date, and leave this form with the front desk staff before leaving the building. If the building has closed: leave this form and the keys on the kitchen counter.

Name: Date: Time:

Signature/Y Staff: Signature/House Keeping:

Comments: _____