



Application and Agreement for use

# Yolo County YMCA Gym

1300 College Street  
Woodland CA  
530-219-8378



Cost per Hour: \$70  
Bounce house: \$25/hour  
\$100 Security Deposit (refundable if there is no damage to the facility)  
Contact: Kelly Hutchison  
khutchison@ymcasuperiorcal.org

Date of One time Event \_\_\_\_\_ Use Time \_\_\_\_\_

Dates of on going event \_\_\_\_\_

Time requested for each on going day \_\_\_\_\_

Activity or Event Title \_\_\_\_\_

Requestor Name \_\_\_\_\_ Address \_\_\_\_\_

Requestor Phone No. \_\_\_\_\_ E-Mail \_\_\_\_\_

Organization \_\_\_\_\_ Address \_\_\_\_\_

Insurance Company \_\_\_\_\_ Certificate No. \_\_\_\_\_

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**Estimated Event Cost:**

Facility Use Fee: \_\_\_\_\_ Hours (include setup and clean up) No. of Days of Use \_\_\_\_\_ Total: \$ \_\_\_\_\_

Bounce house: \$25 per hour Time: \_\_\_\_\_ Number of hrs: \_\_\_\_\_ Total: \$ \_\_\_\_\_

Additional Personnel: \_\_\_\_\_ Total: \$ \_\_\_\_\_

TOTAL USE ESTIMATE: \$ \_\_\_\_\_

Applicants Signature: \_\_\_\_\_ Applicants DOB \_\_\_\_\_

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**Booking:**

- Rentals are available for the following types of events: Birthdays, family reunions, company events
- Site Visits must be arranged with staff liaison. Contact Kelly Hutchison
- All guests visiting the facility must provide their names at the Front Desk.
- Availability of rentals is awarded on a first come, first serve basis and is reserved when deposit is received.
- Invitations or announcements utilizing the YMCA logo are to be approved by the YMCA Marketing Department prior to printing or distribution. This approval process permits the YMCA to ensure accuracy of the information and branding.

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**Cancellations:**

- The YMCA has the right to terminate this agreement at any time and will issue a full refund to the client of any funds received.
- Cancellations must be made in writing 30 days prior to the event. If cancelled in less than 30 days, Client's deposit is forfeited.
- Applicant agrees to be responsible for the condition of the spaces used, which includes assuming financial responsibility for any loss or damage to these spaces on their contents and agrees to reimburse the YMCA for any damage to the facility or its contents.

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**Usage of the Facility:**

- All events must take place within the confirmed rental hours listed above.
- The contracted hours in the agreement include setup and breakdown time. Please plan accordingly.

- Maximum capacity is 80
- The YMCA of Superior California is not responsible for providing alternate locations in case of rain, poor weather, or acts of God.
- No pets allowed without prior approval. Service animals allowed.
- The Security Deposit will be kept if there is any damage to YMCA property.
- Parking is first come first serve on the street
- All YMCA facilities are designated as non-smoking areas, including outdoor space and parking lots.
- Three 8 foot tables and 20 chairs are available with the rental
- Smoking, alcohol or illegal substances are not allowed in or around the facility

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**Fees:**

- Facility rental is \$70 per hour/day and includes set up and breakdown.
- The Security Deposit must be paid at the time of reservation.
- The final balance is due 30 days before the event. No deposits will be returned if the reservation is cancelled fewer than 30 days prior to the date of the event.
- The event is subject to cancellation if payment is not received in time.
- Additional fees may be applied for the following: holiday premiums, rental of YMCA equipment, additional hours, extensive power needs, supplemental security and/or event staff, unusual event requirements and other items as reasonably determined by YMCA. .
- Client is fully responsible for damage to or loss of YMCA property including plants and the labor involved to repair/replace damaged property, and Client will be billed accordingly.
- The security deposit is refundable if no damages occur during the event.
- The Client will be invoiced if damages exceed the security deposit.

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**Staff:**

- YMCA Staff will be available in the following capacity for your event: Help with any reasonable needs that may arise. Set up and tear down of bounce house. Moving of the basketball standards,
- This staff is not available to set up, tear down, move inventory, clean up, take out trash, or assist contracted vendors during the event. Those tasks are the responsibility of the facility renter.
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**Equipment:**

- Rental equipment can be dropped off starting at the rental time for the day of the event and must be removed from the facility by the end of the rental time. The YMCA is not responsible for counting and checking deliveries and does not assume responsibility for items delivered or left at the YMCA facility.
- The YMCA has no storage area for event equipment. All deliveries and pick-ups must take place on rental dates.
- Any movement of YMCA equipment must be coordinated with staff and the following is allowed: moving of tables, and basketball standards as needed.

- The Client agrees that if tables are used indoors they must have rubber stoppers on the table feet to avoid scratching the gym floor. If tables with rubber stoppers are unavailable, the tables must be set up in the Fireside room.

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**Décor:**

- Lighting is provided at the venue.
- Décor items must comply with local fire department regulations.
  - Battery operated LED tea-lights may be used but must specify how it will be affixed.
  - Candles or other tea lights may be used with prior approval.
  - birdseed, confetti, or glitter is not allowed.
  - Décor may not be hammered, tacked, taped to the facility.
  - The Client is responsible for removing all event equipment and decorations at the conclusion of the event.
  - A \$50 storage and/ or removal fee may be charged for items not removed by the time arranged.

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**Music & Entertainment:**

- Client agrees to discuss their music and AV power requirements with YMCA prior to the event to determine if there will be a need to rent an additional generator.

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**Food/ Caterer:**

- No food or drinks (other than water) are allowed in the gymnasium

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**Alcohol:**

- Is not allowed

**Insurance:**

- For all vendors on YMCA property, the YMCA requires liability insurance with coverage of at least \$1 million listing the YMCA of Superior California as additional insured for the duration of the event.
- Certificate of Insurance can be coordinated with your insurance provider and a copy of the certificate must be provided to the YMCA 60 days before the event.

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**Clean-Up:**

- The YMCA venue must be returned to the condition in which it was provided to Client.
- A pre and post assessment will be conducted by YMCA to determine the amount of security deposit to be returned.
- Clean-up and removal of stains is the responsibility of client and/or client's sub-contractors. All trash and recycling must be placed in the dumpsters, if space is available, or removed from the YMCA premises entirety.
- The following areas should be checked before departure:

- Bathrooms should be left clean, sanitary, and usable.
- If the YMCA premises is not cleaned as needed and not returned to its prior condition, special maintenance services will be contracted by YMCA and the cost for such services will be deducted from the Client's security deposit.

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**Any additional special instructions:**

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*I certify under penalty under the laws of the State of California that I understand and will adhere to the above Rental Agreement Provisions:*

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

**Special Events Hold Harmless Agreement:**

Except to the extent caused by the YMCA of Superior California's malfeasance or sole negligence, Client agrees to indemnify and hold harmless the YMCA of Superior California and their respective officers, directors, managers, members, employees, volunteers, contractors, vendors, guests or invitees from and against loss or liability, including attorney's fees and costs of defense, arising from (a) Client's use or occupancy of the facility, (b) the event, or (c) acts or omissions of Client or its agents, employees, contractors, vendors, guests or invitees.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_