

RANDOLPH-ASHEBORO YMCA

COMMUNITY ROOM RENTAL REQUEST FORM

The Ann & Bill Hoover Community Room is designed as a comfortable corporate meeting space. When the Community Room is available, we would like to work with other community organizations to provide a space for meetings, classes, trainings, holiday events, conferences, community events, and club holdings. All other requests not in a business or corporate setting will not be approved and may be referred to other possible reservation locations. Applications will be considered based upon space availability, perceived liability and shared values with the mission of the YMCA. Requests are accepted in the order they are received.

Making a reservation:

1. Fill out the Community Room Rental Request Form at least three weeks before rental date. Turn request into Megan Clapp at the Randolph-Asheboro YMCA.
2. If the facility request is approved, the group representative will need to meet with Megan Clapp to go over building procedures and rules before the first day of usage. If the facility request is denied then a letter will be sent out.
3. Rental is not fully reserved without a completed Community Room Rental Request Form, building procedures and rules reviewed with Megan Clapp, and payment received ***at least three business days prior*** to the confirmed reservation date.

Renter's Information

Organization Name: _____

Contact Name (Responsible Party): _____

Address: _____

Phone Number: _____

Email: _____

Event Information

Requested Date(s) of Event: _____

Start & End Time (include set-up & clean up time): _____

Approximate Number of Guests: _____

Is this business/organization a non-profit group?: _____

Non-Profit Tax ID #: _____

Description of Event: _____

Is this reservation for: YMCA Members only or Open to the Community or Private Meeting/Event

Non-Profit Organizations/Events:

Non-Profit room rental rates apply to meetings held by non-profit community organizations that are conducting official business (does not apply to retirement parties, etc) which are not charging a fee, soliciting donations, selling tickets or asking for an admission charge. Tax exempt number is required.

Community Room contains the following features:

- 27' x 45' Room
- 14 tables (5' x 3½ ")
- 55 chairs
- Flat Screen Smart TV
- Internet Access/Wi-Fi
- Kitchen that includes an ice maker, refrigerator (no freezer), microwave, and sink.
 - Ice Maker *(Must use ice scoop)
 - Industrial size Refrigerator (no freezer)
 - Microwave
 - Sink

Facility Rental Rules:

1. For your safety there is no admittance to any other area of the YMCA except the use of restrooms.
2. ALCOHOLIC BEVERAGES, TOBACCO OR VAPING PRODUCTS, FIREWORKS, WATER BALLOONS, GRILLS AND WEAPONS ARE PROHIBITED!
3. The equipment, supplies, and materials of the Community Room and Kitchen are not to be tampered with. These items are property of the Randolph-Asheboro YMCA and are not supplied for reservations.
4. The Community Room must be left in the condition you found it. Please do not remove any items from the room. Throw all trash in the trashcan, put tables and chairs back where you found them and the reservation contact must check-out with a YMCA employee (Front Desk or YMCA Director).
5. If the room is not found in satisfactory condition after your rental, you will be charged a \$25 maintenance fee.
6. The responsible party will be held liable for their guests and any damages sustained to the facility.

Requests are not accepted without a complete Reservation Form, the requested deposit, signed guidelines for Use of Facility Agreement and an Equipment Request Checklist.

Signature of Responsible Party Date

FOR OFFICE USE ONLY: Request Result: APPROVED or DENIED / Date: _____

- Community Room Rental Request Form (Date Received: _____)
- Confirmed Date/Time of Event(s): _____
- Reviewed building procedures and rules (Date Completed: _____)
- Payment (Receipt #: _____; Amount Paid: _____)

Received By: _____ Date: _____