



Mingo Recreational Center Building Rental Request Form



Rental staff will contact you within three business days of the request being submitted
All rentals are subject to final staff approval before they are officially scheduled
A \$25 deposit is required to reserve the rental after it has been approved by YMCA staff
Rentals submitted less than a month prior to the requested date cannot be guaranteed

Name: _____ Phone #: _____
Address: _____ City: _____
Zip: _____ Email: _____
Birthdate: _____ Organization (If Applicable) _____
Number of Participants: _____ Date(s) Requested _____
Time(s) Requested _____

Mingo Hours

Monday – Friday: 8:00am – 8:00pm - *all rentals must be fully completed (cleaned up & vacated) by 7:30pm
or additional fees may be assessed*
Saturday & Sunday: 12:00pm – 7:00pm - *all rentals must be fully completed (cleaned up & vacated) by 6:30pm
or additional fees may be assessed*

CIRCLE YOUR CHOICE

Mingo Recreational Center Building Rentals	Add-Ons
<div>Hilborn Room</div> <div>Includes: Hilborn Room, tables & chairs</div> <div>Cost: \$20 Per Hour</div>	<div>Kitchen</div> <div>Not Available While the Jack Florance Pool is Open (Memorial Day to Labor Day)</div> <div>Includes: Kitchen across from the Hilborn Room</div> <div>Cost: \$25</div>
<div>Byxbe Room</div> <div>Includes: Byxbe Room, tables & chairs</div> <div>Cost: \$20 Per Hour</div>	<div>Setup & Tear Down</div> <div>Includes: Room setup and tear down of tables and chairs</div> <div>Cost: \$40</div>
<div>Mingo Gymnasium (Special Circumstances Only)</div> <div>Includes: Mingo Gymnasium</div> <div>Cost: Please ask regarding pricing & rental options</div>	

All rooms/gymnasiums rented must be left in the condition they were originally found in. If the room is not cleaned to the original condition, the YMCA will assess a \$25 cleaning fee and will not allow further rentals or program registrations until the fee is paid.

Reservations must be paid in full no later than the date/time of the rental. Rentals are first come, first served based on deposit and are subject to availability and confirmation from a YMCA rentals staff member. Every effort will be made to accommodate special requests. A minimum of five (5) days written notice is required for cancellations and changes. Renters may opt to have a refund, minus the \$25 non-refundable deposit, if the refund is requested five days before the scheduled rental. Refunds will not be issued for no-shows or any non-approved reason within 5 days of the party.

Upon signing the request, the authorized representative of the organization acknowledges receiving the rules and regulations governing the use of these facilities. It is agreed and understood that any violations of these rules shall cause termination of the agreement and total forfeiture of all paid fees, if any. By executing this agreement, the lessee hereby states that he/she understands the terms of the agreement and agrees to comply fully with all such rules and regulations

Adult Over 18 (Print) _____

Adult Over 18 (Signature) _____ Date _____

For Office Use Only

Date Received:

Amount Received:

Staff Initials: