



Delaware Community Center YMCA & National Guard Auxiliary 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

Rentals submitted less than a week prior to the requested date are subjected to a \$25 processing fee

Name: _____ Phone #: _____

Address: _____ City: _____

Zip: _____ Email: _____

Birthdate: _____ Organization (If Applicable) _____

Number of Participants: _____ Date(s) Requested _____

Time(s) Requested _____

CIRCLE YOUR CHOICE

YMCA Building Rentals	National Guard Auxiliary Building Rentals
Climbing Wall Includes: Rock Wall, YMCA Staffing & up to 12 participants Cost: \$100 for 2 Hours	Conference Room Includes: NGA Conference Room, tables & chairs Cost: \$50 Per Hour
Event Room Includes: One YMCA Event Room, tables & chairs Cost: \$30 Per Hour	Non-Sports National Guard Gymnasium Rental Includes: National Guard Gymnasium Cost: \$100 for 1 Hour or \$160 for 2 Hours
YMCA Gymnasium (After Hours Only) Includes: YMCA Gymnasium Cost: Please ask regarding pricing & rental options	National Guard Gymnasium Sports Facility Rental Cost: \$100 for 1 Hour or \$160 for 2 Hours Additional Fees: Baseball/Softball, Basketball, Golf, Soccer, Volleyball Please see National Guard Sports Facility Rental sheet for full information
Set and Tear Down Fee Includes: Staff set up and tear down of tables and chairs within the space Fee: \$50	

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:

If you have any questions please contact Kayla Kuno at kayla.kuno@ymcacolumbus.org

Updated 10/29/18

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