

TIMMINS FAMILY YMCA RENTAL POLICY

RESERVING A ROOM

1. Determine the room that best suits your needs. See room descriptions for more information.
2. Complete Room Reservation Request Form and submit your form and payment in full to the main office.
 - ✓ Rooms may be reserved up to 6 months of your event.
 - ✓ Applicants MUST BE 18 YEARS of age and be present for throughout the entire rental period.
 - ✓ A Timmins Family YMCA Staff member will be present during the entire rental time to ensure that the facility is being used correctly. This staff member will also be able to answer questions you may have during your rental time.
 - ✓ The person signing the form will be considered the responsible party in case of damage, theft, disturbance or failure to observe all designated rules.
 - ✓ All minors must have adequate adult supervision.
 - ✓ Reservation time must include the time needed for set up and clean up. Usage beyond scheduled time will be billed twice at the regular rate.
 - ✓ Only rooms specified in the rental agreement will be available for your use on the day of your event. Rooms not specified may be occupied by other groups during your event.
 - ✓ Time and date changes will be accepted in writing and approved upon availability of new date and time. Additional rental time must be paid at the time of request.
 - ✓ Smoking is not permitted in the building or within the property of the Timmins Family YMCA.
 - ✓ Animals are not allowed in the building without special permission. You may request approval upon registration.

FEES

| ROOM | Per Hour Rate |
|------------------------|----------------------|
| Board / Training Room | \$30 |
| Upstairs Class Room | \$30 |
| Gymnasium | \$40 |
| Gymnasium with Kitchen | \$50 |

TIMMINS FAMILY YMCA RENTAL AGREEMENT

Fees must be paid upon registration. For multiple date users, a payment plan will be created for you. For example: you are registering to use the board room for twelve Mondays in a row, you will be required to pay at the beginning of every month.

We accept cash, cheque, debit, Visa and MasterCard. **A credit card number is required on file.** Please fill out the Credit Card on file form. This form will be shredded after the rental has been deemed complete and no damages have been found.

If Facility Rental Rules and Procedures are not met, a fee determined by the damages will be charged. Janitorial services are \$35/ hr. See Facility Rental Rules and Procedures for more information.

CANCELLATION POLICY

Rental fees will be returned per the schedule below. Please note, all cancellations must be made in writing or fees will not be returned.

- Cancellations made 30 or more days prior to the event will result in a full refund of the fees paid.
- Cancellations made two weeks in advance will result in a refund of fees minus \$10 administrative fee.
- Cancellations made less than two weeks prior to your event will result in no refund.

Room Descriptions

Board / Training Room - \$30 per hour

This room has a long board room style table that comfortably fits 20 people. You can set up two other six foot tables in this room and comfortably fit 35 people. This room has a 60 inch screen television with an HDMI cord. This room is recommended for meetings or trainings only.

Upstairs Classroom - \$30 per hour

We have two classrooms that would be available for training purposes only. Room can be set up to seat 30 people comfortably. A projector is available upon request. These rooms are only available in the evenings after 6:00p.m. and on weekends.

Gymnasium - \$40 per hour

Our gymnasium includes the use of our gym toys / equipment and the use of the stage. Tables can be set up on both the stage and the gym area. Please see the below capacity numbers for our gymnasium. A projector is available upon request. The gymnasium is available some evenings after 6:00p.m. and on some weekends. If you

intend to use any part of the kitchen, which includes but is not limited to the use of a fridge, kettle, cutlery, ect, please see below.

Gymnasium with Kitchen Use - \$50 per hour

Use of the gymnasium as per the above description. Kitchen can be used to prepare food upon receiving a Special Occasion Permit from the Porcupine Health Unit. All Porcupine Health Unit instructions on permit must be followed. You can use the kitchen to store food that has been prepared at another location. The Timmins Family YMCA is not liable for food you bring into the building.

Gym Capacity

| | |
|------------------------------|-----|
| Nonfixed Chairs Only | 272 |
| Chairs with Tables (Dancing) | 215 |
| Chairs with Tables (Dinning) | 186 |
| Chairs with Tables (Other) | 215 |

Facility/ Room Rental Rules and Regulations

- Rental time is in one hour increments and includes set-up and clean-up time. Events must vacate the premises by the time of agreed upon the Facility Rental Application. **Overtime charges will be billed at twice the regular rate.**
- No alcohol is permitted in the building.
- No smoking is permitted in the building or within the property.
- Time and date changes will be accepted in writing and subject upon availability. Additional rental time must be paid at the time of request.
- Applicants must be 18 years of age and be present throughout the entire rental period.
- All minors must have adequate adult supervision.
- Only rooms specified in the rental agreement will be available for your use on the day of your event. Rooms not specified may be occupied by other groups during your event.
- No decorations should be attached to the lights, doors or ceilings. Decorations may be taped onto walls only using painters tape only. If paint is peeled or damaged a repair fee will be billed to you.
- The use of candles or any other open flames are not allowed in the building. Sterno cans for chafing dishes are allowed.
- You must abide by the capacity regulations in each room.
- All rooms must be cleaned and in the same condition as when you arrived per the Facility Cleaning Procedures List.
- Animals are not allowed in the building without special permission.

TIMMINS FAMILY YMCA RENTAL AGREEMENT

- Facility rentals are subject to periodic checks by Timmins Family YMCA staff. The staff member will check on your event throughout the rental period. He or she will be available to answers any questions that may arise during your rental period.

Facility / Room Cleaning Procedures

Cleaning time is to be included in your event rental time and needs to be completed by the end of your event. All rooms must be cleaned and in the same condition as when you arrived. This includes the kitchen (if requested prior to event), upstairs classrooms, gymnasium, restrooms, and hallways, parking area and surrounding areas. It is your responsibility to make sure the facility is left clean and orderly. Cleaning supplies will be provided to you by the staff member present.

- Clean all counters, tables and chairs with clean towels and cleanser.
- Put away all dishes and supplies used during rental.
- Sweep floor if needed.
- Empty all garbage cans used and place garbage bags in back dumpster.
- Chairs should be stacked and left by the stage if using the gymnasium. Tables should be left out where they were when you arrived.
- All items brought into the facility must be removed.
- Turn off stove.
- Unplug equipment used.

If the above conditions are not met to the satisfaction of the Timmins Family YMCA staff, an appropriate fee will be billed to registered individual. Janitorial services will be billed at \$35.00 per hour and administrative fees billed for the full replacement cost incurred, including labor charges.

Cleaning Inspection Checklist

- All counters, tables and chairs are clean.
- All dishes and supplies used during rental are put away.
- Floor is swept if needed.
- All garbage cans used have been emptied and have been placed in back dumpster.
- Chairs are stacked and left by the stage if using the gymnasium. Tables are left out where they were when you arrived.
- All items brought into the facility are removed.
- Turn off stove.
- Unplug equipment used.

TIMMINS FAMILY YMCA RENTAL AGREEMENT

Timmins Family YMCA staff member will review the checklist with you upon arrival of rental period. If you have any concerns about the conditions of the facility upon arrival, please inform the staff member present immediately and he or she will contact the appropriate person or work through the concern at that time.

Emergency Contacts

For Fire and Medical Emergencies please call – 911

Timmins Family YMCA Address: 376 Poplar Avenue

All guests of the Timmins Family YMCA must exit the building in an orderly fashion upon the sound of the fire alarm. The staff member in charge will be the representative that speaks with emergency staff.

TIMMINS FAMILY YMCA RENTAL AGREEMENT

Facility / Room Rental Application Form

Applicant Information: PLEASE PRINT

| | |
|----------------------------------|--------------------------------------|
| Organization / Group Name | Contact Business Phone Number |
| | |
| Contact Person | Position |
| | |
| Address | City |
| | |
| Province | Postal Code |
| | |
| Contact Fax Number | Contact Email Address |
| | |

Facility Information: Please Check All That Apply

| | | | |
|--|---|------------------------------------|---|
| <input type="checkbox"/> Board / Training Room | <input type="checkbox"/> Upstairs Classroom | <input type="checkbox"/> Gymnasium | <input type="checkbox"/> Gym with Kitchen |
|--|---|------------------------------------|---|

Total Tables Required: _____ **Total Chairs Required:** _____

Booking Information:

| | |
|----------------------|-----------------------|
| Date Required | Times Required |
| | From: _____ To: _____ |

(For multiple dates please attach list with form)

Please accept this form as my application for the facilities indicated above. I hereby state the facilities have been requested for the group I represent.

Signature: _____ Date: _____

OFFICE USE ONLY

Policies & Procedures: Check ALL to Complete Registration Form

| | |
|---|--------------------------|
| Facility / Room Rental Policies and Procedures Manual | <input type="checkbox"/> |
| Facility Rental Rules & Regulations | <input type="checkbox"/> |
| Registration Form Completed | <input type="checkbox"/> |
| Cleaning Inspection Checklist | <input type="checkbox"/> |

| |
|--------------------------|
| Total Amount Paid: _____ |
| Receipt #: _____ |
| Approved By: _____ |
| Date: _____ |

TIMMINS FAMILY YMCA RENTAL AGREEMENT

I, _____ have read the above conditions for renting Timmins Family YMCA room. I agree to uphold these conditions and understand that failure to comply with any of these requirements may result in termination of the rental agreement, vacating the premises, forfeiture of rental fees. In case of damage or cleaning issues, additional charges may be assessed as well.

Applicant Signature: _____ Date: _____

Staff Signature: _____ Date: _____

THIS PORTION TO BE FILLED OUT ON DAY OF THE RENTAL

Staff Name: _____

| | | | | |
|--|-----------------------|--------------------|-----------|------------------|
| | Board / Training Room | Upstairs Classroom | Gymnasium | Gym with Kitchen |
|--|-----------------------|--------------------|-----------|------------------|

Time of Arrival: _____

Time of Departure: _____

Was rental space clean and presentable at the beginning of the rental period? ___ Yes
___ No

Please list any items left out prior to rental beginning:

Were all YMCA of Timmins Rental Agreement Policies and Procedures followed during the rental period, the facility was left clean and all items brought into the facility removed from the building? ___ Yes ___ No

Comments:

Does rental require janitorial services or are there any damages to report?
___ Yes ___ No

Staff Signature: _____

Date: _____

Applicant Signature: _____

Date: _____



TIMMINS FAMILY YMCA RENTAL AGREEMENT

CREDIT CARD ON FILE

I, _____ agree that the below credit card information will be used upon damages and or janitorial services required from my rental time period. The YMCA of Timmins will inform me in writing what charges will be made to this credit card prior to charging the card. Once the YMCA of Timmins has deemed the rental complete and free of additional charges, the Support Services Clerk will shred the form.

Applicant Signature: _____ Date: _____

Staff Signature: _____ Date: _____

CREDIT CARD INFORMATION

Name on Card:

Card Number:

Expiry Date:
