

# **ROOM RENTAL TERMS AND AGREEMENT**

## **Brooks Family YMCA Rental Policy**

Rentals are based on availability and are subject to approval. Before a room can be booked, the rental fee must be paid in full.

The Brooks Family YMCA owns and operates the facility located at 151 McIntire Park Drive, Charlottesville, VA 22902, and provides use of community space to its members, their guests, and the community to host business and social affairs. The renter acknowledges that the YMCA is a private entity which has a legitimate interest in controlling who rents in the facility and the type of events that are permitted at the YMCA.

## **Rates**

Reservations are only secured once the rental fee is fully paid. Cash payments are not allowed. A credit card must be kept on file as a deposit for damage fees.

### **Individual Member/Non-Profit Organization Rates:**

- **4 hours or less: \$200**
- **8 hours or less: \$400**

### **Non-Member/Business Rates:**

- **4 hours or less: \$400**
- **8 hours or less: \$800**

## **Included in Rental**

The community room with tables and chairs, restrooms, and parking are all included in the price of the rental fee. Limited access to the kitchen is also included. Non-Members must purchase a Day Pass (\$10) for access to other amenities of the Brooks Family YMCA.

## **Food/Beverage Policy**

Food must be prepared offsite. Use of the kitchen is limited to sinks, countertops, and wastebaskets. Use of the refrigerator, freezer, dishes, pots, pans, and dishwasher is not permitted. Ice is not provided. The renter will ensure that all food and beverages are kept inside the rented rooms.

## **Audio/Video Policy**

Use of additional A/V equipment is complimentary and determined by specific needs, and will be facilitated by staff. Only HDMI hook-up will be provided. If there are any technical difficulties, please contact the front desk before adjusting or changing any settings. The Piedmont YMCA requires all renters to schedule an appointment before the date of the scheduled event to test that the A/V will properly work with the renters device.

## **Room Set-up/Breakdown Policy**

Tables and chairs will be set up in a standard formation based on the number of guests. Special formations can be requested 7 days prior to the event, but are not guaranteed.

The YMCA does not supply table linens, chair covers, dishes, cutlery, decorations, etc.

If the renter chooses to rearrange the tables and chairs provided by the YMCA, the furniture is not to be dragged or pulled across the floor. When moving tables and chairs, the renter will pick up the item so that floor surfaces do not become scratched or otherwise damaged.

Only table and free-standing decorations are allowed. Items shall not be taped, nailed, tacked, or otherwise attached to any interior or exterior part of the building.

The renter will not use birdseed, rice, confetti, and glitter inside or outside the YMCA. No exceptions!

The renter is responsible for coordinating the pickup and delivery of all rental items. The renter will remove all items from the premises at the close of the rental event. The YMCA does not have storage space for any items to be left overnight and will not be held responsible for any rented items that are lost, stolen, or damaged.

The renter is responsible for communicating with the caterer and other vendors regarding time requirements so that the renter may plan for the building to be open for the necessary set-up and clean-up time required by the caterer or other vendors. Set-up and clean-up time will be included in the hours of rent and the Renter may be subject to additional charges.

# **Check-Out**

The renter is responsible for cleaning all surfaces in the rented rooms. All surfaces will be left free of any food or spills. At the end of the event, the renter will collect all trash items from Brooks including the receiving/loading area, ball rooms, building perimeter, and parking lot, place them in the appropriate receptacle and transport them to the outside dumpster.

Once the room has been returned to its original condition, the renter must check out at the front desk upon the conclusion of the event. A Membership Representative, along with the renter will conduct a walkthrough in the room to make sure the space is in good condition. Once the walk through is complete, the Membership Representative, and the Renter will sign at the bottom of a "Check Out Document" to ensure both parties agree on the condition of the room.

## **INDEMNIFICATION CLAUSE**

The renter agrees to indemnify and hold harmless the Brooks Family YMCA, its employees, agents, and representatives, from and against all claims of whatever nature arising from any act, omission, or negligence of the renter or of the renter's contractors, licensees, invitees, agents or employees or arising from any accident, injury, or damage whatsoever caused to any person, or to the property of any person, occurring or arising from any accident, injury, or damage resulting from an act or omission on the part of the renter, its contractors, licensees, agents, employees, or invitees.

The renter also agrees to indemnify the Brooks Family YMCA, its employees, agents, and representatives for reasonable attorneys' fees and costs incurred as a result of any action or omission subject to this paragraph.