



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Rose E. Schneider Family YMCA Facility Usage Request Form

Please answer the following questions and return this form to Dhy Keefer, Administrative Assistant. Upon receipt, your request will be reviewed and you will be notified of approval or denial within 3 business days. **All rentals must be submitted at least 2 weeks prior to requested date. Rentals cannot be reserved until two months prior to date.**

1. Name of Organization/Individual: _____
2. Primary Contact Name: _____
3. Primary Contact Phone Number: _____
4. Requested Date: _____ Time of rental: _____
5. Which part(s) of the YMCA would you like to rent?
a. Gymnasium b. Aquatics Center c. Community Room d. Conference room
6. Purpose of rental – What do you plan on doing in the space(s):
(please provide specific details)

7. Who will be invited to attend?: (i.e., youth group members only, boy scouts and their families, etc.)

8. Will the event be advertised to any outside groups or to the public? **Yes** or **No**
If so where? **PLEASE NOTE: (ALL ADVERTISING MUST BE APPROVED IN ADVANCE BY THE YMCA.)** _____
9. Will you charge participants to attend? _____
 - a. If you will charge to attend, what will the charge be? _____
 - b. If your charge is higher than the YMCA charge to you, please explain why and what you intend to use the additional money for.

10. Can you provide Certificate of Insurance? **Yes** or **No**
(Required for activity based rentals)
11. Additional Comments: (Please use reverse side)
