Facility Rental Guidelines



YMCA of Corsicana

400 Oaklawn Ave.

Corsicana, TX 75110

903-872-2412

[www.corsicanaymca.org](http://www.corsicanaymca.org)

info@corsicanaymca.org

YMCA Camp Wanica

5400 Farm Road 637

Corsicana, TX 75109

**Reservations**

1. Determine which location or area suits your needs.
	1. Online – View more information on our website at:

<https://corsicanaymca.org/facility-rental/>

* 1. By Telephone – Call 903-872-2412
	2. In Person – Stop by the front desk for information
	3. By Email – Send an email to info@corsicanaymca.org
1. Complete the paperwork, submit your request with payment.
	1. Complete the forms listed below and mail, fax, email or deliver them in person along with payment.
		1. Facility Use Agreement
		2. Lifeguard Request (if applicable)
		3. Credit Card Authorization Form (if applicable)
2. Finalize your reservation.
	1. Once we receive your paperwork and payment, we will contact you by phone or email within five business days to confirm your reservation, review any special requests, and finalize your reservation by providing a copy of your Rental Confirmation.

Facilities may be reserved up to 12 months in advance. Please reserve a minimum of 10 days in advance to ensure proper staffing. Applicants must be at least 21 years of age or older and present throughout the entire rental. The person signing the reservation form is the responsible party in case of damage, theft, or disturbance. Minors must have adequate adult supervision. Only those rooms specified in the rental agreement will be available for your use on the day or time of your event.

Consider time needed for any deliveries, to set-up and decorate, and for clean-up when determining start and end times for your rental. Overtime charges for staff and facility use are billed at twice the regular hourly rate. All rentals at the Y are available until 12 midnight, with an allowance up to 30 minutes for cleanup.

**Rental Fees & Payment**

50% of the rental fee is due when your reservation is booked.

100% of the security deposit is due when your reservation is booked.

100% of the rental fee is due 5 days before your event at the YMCA or 21 days before your event for Camp Wanica.

We accept cash, checks, money orders or credit cards for rental fees. Requests received less than 10 days prior to event must pay in the form of cash or credit card. Credit card payments are subject to an implementation fee of 3%.

**Security Deposits**

In addition to the rental fees, all facility rentals are charged a security deposit. The security deposit amount varies based on the type of use. Refer to the facility rental fees for more information.

Security deposits are 100% refundable provided the following conditions are met:

* + The room and facility (including outside) are left in a clean and orderly condition per the “Facility Inspection Checklist”
	+ Use of the area does not exceed the scheduled time and no additional staff time is required.
	+ The area and its contents, including equipment and keys, are accounted for and undamaged.
	+ All rules and procedures governing alcohol consumption and smoking are met.

If the above conditions are not met to the satisfaction of the YMCA of Corsicana staff, an appropriate fee will be deducted from the security deposit. If cleaning and/or repair costs exceed the amount of the security deposit, the rental group will be billed. Repairs will be billed at the full replacement cost incurred, including labor.

Security deposits paid by credit card will be refunded back to the card within 10 business days. Security deposits paid by cash, money order or check will be refunded by check within 30 days.

A credit card must be on file to reserve the facility.

**Cancellation and Rescheduling Policy**

All reservation cancellations must be made in writing (email is acceptable).

Cancellations made 30 or more days prior to the event will result in a full refund of the rental fees paid, less an administrative fee of 5%.

Cancellations made 15-29 days prior to the event will result in forfeiture of the security deposit.

Cancellations made 0-14 days prior to the event will result in forfeiture of the security deposit and 50% of the rental fee.

Requests to change the time or date of an event will be accepted in writing. Approval is subject to facility and staff availability. If necessary, additional rental fees must be paid in full at the time of the change.

The YMCA of Corsicana, acting in good faith, may cancel your event in circumstances where the facility you requested becomes unsafe for your intended use. Such circumstances include but are not limited to, natural disasters, environmental hazards, civil disturbances or other events affecting public health and safety. In such circumstances, a full refund will be issued. The YMCA of Corsicana will attempt to give you reasonable notice of the cancellation.

**Set-Up & Take Down**

All rental time periods include vendor set-up and clean up time. For example, if the renter rents the and area for 4 hours, the renter needs to plan a portion of that for set-up and clean up within that time slot. If the renter goes over the allotted time, the renter will be charged the hourly rate and taken out of the damage deposit.

The YMCA will set-up and take down tables and chairs for your event. The renter is responsible for decorating, moving furnishings as desired and clean up. Use caution so that floors and walls are not damaged. Table coverings may be required.

The YMCA of Corsicana will not be liable for any personal injuries or damage to personal property. Please see the agreement section of the Facility Use Request Form.

All items brought into the facility by the renter must be removed by the end of the rental. Renters must remove all food, materials, non-YMCA equipment, decorations and garbage.

Refer to the “Facility Inspection Checklist” for a list of tasks you are required to complete at the conclusion of your event. It is your responsibility to properly dispose of trash and leave the facility clean and intact. Staff will assist you in locating cleaning supplies and the dumpster. Tables stained as a result of your use will be assessed a cleaning fee. At the conclusion of your event, you must complete a “Facility Inspection Checklist” and submit it to facility staff.

**Loading & Delivery**

Deliveries and pickups, if any, must be scheduled during your rental hours. Do not block building entrances. Facility staff is not authorized to sign for your deliveries. Due to space and security concerns, items cannot be stored prior to or following your event.

**Food & Beverages**

Renters may bring in their own food, have food delivered to the facility or have the event catered. Use of the kitchen at the facility is included with the rental. Kitchen equipment includes refrigerator, ice machine, stove top, oven and microwave at both the YMCA and Camp Wanica. Renters are responsible for the care and condition of any equipment being used and must clean all equipment used.

Alcohol is allowed during the rental at Camp Wanica and the YMCA Multi-Purpose room. Alcohol is not allowed in the YMCA parking lot, gym, play area or pool area at both locations.

Please be advised of the following policies regarding alcohol at your event:

* + The use of alcohol by the renters and their guests is done solely at your own risk. The YMCA of Corsicana will not assume responsibility for any adverse reactions to alcohol consumption.
	+ You are responsible for the conduct and behavior of your drinking guests. Underage drinking (under 21 years of age) is strictly prohibited.
	+ It is highly recommended if more than 10 individuals will be consuming alcohol, the renter should hire a security officer for the event.

**Decorations**

You may bring freestanding decorations into the facility and are responsible for removing them at the conclusion of your event. Please be advised of the following:

* The use of staples, nails, tacks or duct tape is prohibited when affixing decorations to walls. The use of masking/painters tape is acceptable. All tape must be removed when taking down decorations. Hanging decorations from light fixtures is prohibited.
* Fog/smoke machines, dry ice, confetti, dance wax, etc. is **not allowed.**

**Flammable Materials & Barbeques**

The use of flammable materials is not permitted at any indoor facility. Fuel canisters for warming food, and votive and tea light candles that are contained and will not tip over, are allowed. Additionally, fireworks are prohibited and cannot be used at our facilities.

Self-contained, gas barbecues may be used at facilities that include outdoor patio areas. Barbecues are not permitted indoors. Camp Wanica has a large charcoal barbecue pit available.

**Smoking**

The YMCA of Corsicana indoor facilities and parking lot are smoke and tobacco free. If you or your guests wish to smoke at Camp Wanica, please do so at least 25 feet away from building entrances/exits and windows/vents that open to the inside of a building. You are responsible for ensuring that outdoor areas are clear of all smoking debris at the conclusion of your event, and a failure to do so may result in a deduction from your security deposit.

**Codes, Policies and Ordinances**

During the rental of YMCA facilities, renter agrees to comply with all local, state and federal non-discrimination laws, regulations and policies.

The YMCA of Corsicana reserves the right to terminate your event if the YMCA staff, in good faith, perceives that you or your guests pose a risk to the safety of persons or property on the premises or that you or your guests are violating local, state or federal laws. Upon verbal notice from YMCA staff or the police that your event is being terminated, you and your guests must leave the premises immediately, and you will not receive a refund of your rental fee. You will be responsible for the prompt removal of any personal items brought to your event.

Noise volume must be contained within the boundaries of the facility, room or grounds in which you rent. The rule will be strictly enforced by the Rental Monitor. If you fail to comply with this rule, the police may be called and you may be issued a Civil Noise Infraction.

Items not included will be determined on a case-by-case scenario.

**On Site Staff**

The YMCA of Corsicana staff is responsible to assist you for the following:

* Unlock the building/room at your scheduled time.
* Work closely with the primary contact to answer questions or provide assistance.
* Ensure that noise is at an acceptable level.
* Ensure that the event ends promptly as scheduled on the Rental Confirmation.
* Ensure the facility and equipment is clean and ready for the next scheduled use.
* Ensure the building/room is locked and secured.
* When necessary, call appropriate security to enforce control.
* Activate 911 Emergency Services, if necessary.

The on-site staff is **not** expected to do the following:

* Act as guardian or security for any personal belongings.
* Supervise minors.