

YWCA of Asheville  
**FACILITY RENTAL FORM**



Thank you for hosting your event at the YWCA of Asheville! By choosing to use our facilities, you are agreeing to act in accordance with our mission of eliminating racism, empowering women and promoting peace, justice, freedom, and dignity for all.

**Renter Information**

<b>Renter Name</b>	<b>Group Name (if applicable)</b>	<b>Email</b>	
<b>Renter Phone Number</b>	<b>Street Address</b>	<b>State</b>	<b>Zip Code</b>

<b>Date(s) of Rental</b> _____ <b>Time In</b> _____ <b>Time Out</b> _____ (include time for set up and cleanup)	<b>Number of Participants</b> _____	<b>Will you need access to a projector?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	Select which best describes you: <input type="checkbox"/> <b>YWCA Member</b> <input type="checkbox"/> <b>YWCA Staff</b> <input type="checkbox"/> <b>Community</b> <input type="checkbox"/> <b>Non-Profit</b>
		<b>Will you have food/outside catering?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	

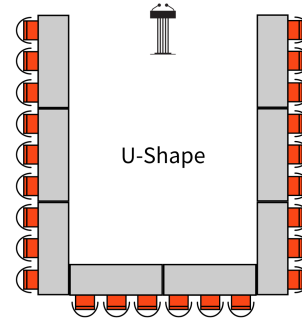
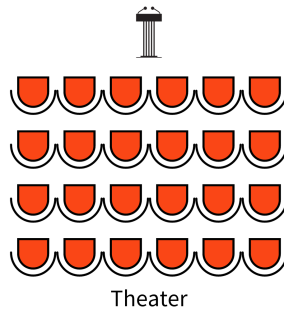
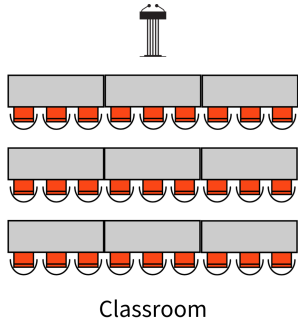
Select the area below you would like to rent (please circle selection):	YWCA Member Cost	Community Cost
<input type="checkbox"/> <b>Board Room</b> (20 Person Max, Conference Set-Up)	\$25/ 1 hr	\$40/ 1 hr
<input type="checkbox"/> <b>Multipurpose Room</b> (50 Person Max, select set up on following page)	\$40/ 1 hr	\$55/ 1 hr
<input type="checkbox"/> <b>Fitness Studio</b> (15 Person Max, no tables/chairs)	\$20/ hr	\$25/ 1 hr
<input type="checkbox"/> <b>Group Wellness Room</b> (6 Person Max, no tables/chairs)	\$15/ hr	\$20/ 1 hr
<input type="checkbox"/> <b>Pool</b> (50 Person Max; If participants exceed 25, additional lifeguard is required for \$20)	\$250/ 1 hr	\$265/ 1 hr
<input type="checkbox"/> <b>Pool Party / Pool &amp; Multipurpose Room</b> (50 Person Max; If participants exceed 25, additional lifeguard is required for \$20)	\$275/ 2 hrs	\$305/ 2 hrs
<input type="checkbox"/> <b>Non-Refundable Administrative Fee</b>	\$10.00	
<input type="checkbox"/> <b>Projector Fee (if projector is needed and not renting Board Room)</b>	\$10.00	
<b>Total Due (Staff Use Only):</b>		

**Event Description**  
 \_\_\_\_\_

*\*If you are in need of financial assistance, we can grant discounted rental prices based on income or your organization's operating budget <\$250,000=50%, \$250,000-\$500,000=40%, \$500,000 - \$750,000=30%*

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**Room Set-Up** (for Multipurpose Room rentals only, check one)



Classroom set up  
**Max capacity:** 9 tables, 36 chairs

Theater set up  
**Max capacity:** 70 chairs

U-Shape set up  
**Max capacity:** 6 tables, 24 chairs

**Will you need tables set up outside of the room for any outside catering?** (check one)  Yes  No

**Agreement** (for all rentals, please initial beside each of the following)

\_\_\_ All rentals must take place between 6:30am-7:30pm Monday-Friday and 7:30am-3:30pm on Saturdays. Rentals taking place outside our hours of operation must obtain prior approval before completing this form.

\_\_\_ All charges are due at the time of booking, including a \$10 non-refundable administrative fee.

\_\_\_ You may arrive 15 minutes before your reservation time. You are responsible for your setup and clean-up.

\_\_\_ You are responsible for the actions of my guests while they are onsite. All guests must remain in their reserved area(s) during their reservation. Please refrain from gathering in the lobby.

\_\_\_ All group members must park in designated YWCA parking spaces unless an accessible space is needed. Our lower and upper lots are available as well as street parking. Parking near the building is reserved for those picking up children from our childcare centers or accessing our fitness center.

\_\_\_ The YWCA does not provide IT support. A projector is included in the BoardRoom rental only; there is a \$10 projector fee if I request a projector for any space other than the Board Room.

\_\_\_ Rental guests must bring their own supplies including first aid, office supplies, and meal items including napkins, plates, cups, or serving utensils. We only provide tables and chairs if requested. Our kitchen facilities/catering and playground are not included with any rental.

\_\_\_ Leave all areas as you found them before your event, including wiping down the tables and bagging trash.

\_\_\_ All parties with children are required to have enough adult chaperons to give adequate supervision of activities, including assisting children with changing clothes if utilizing the pool.

\_\_\_ We are a smoke-free campus. No smoking is permitted in the building or on the YWCA grounds at any time.

\_\_\_ The YWCA is a fragrance-free environment. Thank you for not wearing fragrances.

\_\_\_ If we cancel your event due to inclement weather, please contact us the following day to either reschedule your event or request a refund of your rental fees. If the YWCA is open, but you choose to cancel your event, a refund will NOT be issued.

**Pool Agreement** (If renting the pool, please initial beside each of the following)

\_\_\_ Pool Party rentals include **1 hour in the pool from 12-1pm and 1 hour in the Multipurpose Room from 1-2pm. Your party has the pool to itself with a lifeguard**

\_\_\_ If participants exceed 25, an additional lifeguard is required at the fee of \$20. We require 2 weeks' notice of the need for an additional lifeguard. If no arrangements have been made and more than 25 persons show up, the guard will control the number of people in the pool by having swimmers take turns

\_\_\_ All guests are required to shower before entering the pool area

\_\_\_ Upon entering the pool, all guests must sit on the pool benches and wait for the lifeguard to review the rules before getting into the water

\_\_\_ You may only enter the pool when a lifeguard is present

\_\_\_ No food, drink or gum is allowed

\_\_\_ The diving board, slide and block are not available for use during parties

\_\_\_ You may bring your own pool equipment and all equipment must be checked with the lifeguard prior to using; no inflatable rafts

\_\_\_ Do not swim with cuts, open sores, or Band-Aid's

\_\_\_ Rough play, running and pushing are not tolerated

\_\_\_ No diapers in the pool

\_\_\_ Chaperons are responsible for making sure all guests understand and obey all rules

\_\_\_ A responsible adult must remain at the pool side in case of emergency

\_\_\_ Non-swimmers must wear a life jacket; we provide jackets up to 50 lb limit

\_\_\_ All children 5 and under must have an adult in the water with them, even if they have a life jacket on

**Signature**

<p><b>Submit completed form to our reservation Coordinator:</b>  <a href="mailto:reservations@ywcaofasheville.org">reservations@ywcaofasheville.org</a></p>	<p><b>Date Submitted</b>  _____</p>	<p><b>Renter's Signature</b>  _____</p>
<p><b>Receipt #</b>  _____</p>	<p><b>Date Paid</b>  _____</p>	<p><b>YWCA Staff Signature</b>  _____</p>