

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. **Please initial below to acknowledge you have read and understood our rental procedures:**

- _____ All rentals must take place between 6:30am-8:30pm 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.
- _____ I may arrive 15 minutes before my reservation time. I am responsible for my own setup and clean-up, which must be included in my rental request.
- _____ I am 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 across the street unless a handicapped space is needed. 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 Board Room 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 and playground are not included with any rental.
- _____ I must leave all areas as I found them before my event. This includes sweeping floor areas, wiping down the tables, and bagging the 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. Please refrain from smoking in the building or on the YW grounds at all times.
- _____ The YWCA is a fragrance-free environment. Thank you for not wearing any cologne, aftershave lotion, perfume, perfumed hand lotion, fragranced hair products, and/or similar products.
- _____ 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 I choose to cancel my event for any reason, a refund will NOT be issued.

Areas for Rent	Capacity	Pricing	
		YWCA Member/Staff	Community/Non-Profit*
Board Room (includes projector)	20 Person Max	\$25 / 1 hr	\$40 / 1 hr
Multipurpose Room	50 Person Max	\$35 / 1 hr	\$50 / 1 hr
Fitness Studio / Group Wellness Room	15/8 Person Max	\$15 / hr	\$20 / hr
Pool	See addendum	\$235 / 1 hr	\$250 / 1 hr
Pool Party (Pool & Multipurpose Room)	See addendum	\$260 / 2 hrs	\$290 / 2 hrs

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

Renter Information

Renter Name _____		Group Name (if applicable) _____		Email _____	
Renter Phone Number _____		Street Address _____		State _____	Zip Code _____
Date(s) of Rental _____ _____		Time In _____ Time Out _____ <small>Must include time for setup and cleanup</small>	Will you need access to a projector? ____ Yes ____ No	# of Participants _____ # of Tables _____ # of Chairs _____	
Event Description _____					
Room Set-Up (if applicable) _____					
Please include any special arrangements or additional information to be considered _____					
Select the areas below you would like to rent:					Charges (Staff Use Only)
Board Room (20 Person Max)					
Multipurpose Room (50 Person Max)					
Fitness Studio (15 Max) Group Wellness (8 Max)					
Pool (50 Person Max; If participants exceed 25, an additional lifeguard is required for \$20)					
Pool Party / Pool & Multipurpose Room (50 Person Max; If participants exceed 25, an additional lifeguard is required for \$20)					
Non-Refundable Administrative Fee					\$10.00
Projector Fee					
Total Due (Staff Use Only):					
Renter's Signature _____		Date Submitted _____		Submit completed form to our reservation Coordinator: reservations@ywcaofasheville.org	
YWCA Staff Signature _____		Date Paid _____		Receipt # _____	

Pool Addendum

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.

Pool Rules

- 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 the 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