



# TownLake YMCA Facility Rental Interest Form

1100 W. Cesar Chavez, Austin, TX 78703

Date: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_ D.O.B. \_\_\_\_\_

Phone: (Cell) \_\_\_\_\_ (Home/Work) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Event Information

Circle one:      Individual      Business      School      Non-profit *(proof of 501(c) (3) status required)*

Start Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Date: \_\_\_\_\_ End Time: \_\_\_\_\_

Name of Individual/Business/Organization: \_\_\_\_\_

Estimated # of guests: \_\_\_\_\_ Describe event or activity: \_\_\_\_\_

Facilities of Interest *\*please check all that apply\**:  
\_\_\_\_\_ conference room    \_\_\_\_\_ yoga studio    \_\_\_\_\_ group ex studio    \_\_\_\_\_ multi-purpose room (AMP)

### Rental Rates

Nonprofit organizations may be eligible for a 30% discounted rate

Conference Room*	\$25/hour (15 person maximum)	<i>*includes board room table &amp; chairs, but no computer</i>
Group Ex Studio	\$75/hours (50 person maximum)	
Yoga studio	\$50/hour (30 person maximum)	
Multipurpose Room (AMP)	\$50/hour (30 person maximum)	
Tables and Chairs:	\$15 in addition to rental rate (up to 10 tables and 30 chairs available) for AMP Room	
Swimming Pool:	\$20 per lane/hour in lap pool; \$50/hour instructional pool during non-peak times	

### Rental Policies:

- All guests MUST sign in at Welcome Center no earlier than the start of the reservation
- Reservation time includes setup and cleanup; there will not be access to the room before the start of rental reservation time
- In Multipurpose Room (AMP), all chairs/tables used must be put away in the storage closet at the end of the event; staff may unlock closet but are not responsible for setup or cleanup of tables/chairs
- All trash must be put into a trash can or taken outside of the building
- Floors should be swept up of all food
- Room should be left in the same condition as when rental group arrives
- Space is available for up to maximum capacity listed above
- No alcoholic beverages/tobacco allowed on site
- Noise levels must be kept to a minimum if YMCA programs are running in adjacent rooms
- Please do not use double-sided tape for decorations. Do not nail, tack or put holes in the walls
- There must be a two-week notice for cancellations and refund.
- **Reservation is not secured until payment is made.**

I hereby assume all risks and waive, release, absolve, indemnify and agree to hold harmless the YMCA, the organizers, volunteers, directors, participants, from and claims or injury sustained during my use of the YMCA property.

**Please sign your acknowledgement.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please return completed form to Renee Deeter, 512.542.9622, renee.deeter@austinyymca.org**

*Please submit this form at least 3 weeks prior to your desired rental date. Submission of this form does not guarantee a reservation. Please allow at least three business days for review.*

*\*\*Upon approval of this request a formal contract will be created and proof of general liability insurance in the amount of \$1,000,000 naming the YMCA as an additional insured may be required to secure reservation.*

<b>Paid Amount</b> _____ <b>Calendar</b> _____ <b>Staff:</b> _____
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