



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# ROOM RENTAL GUIDELINES

**AMP STUDIO | \$20 | ACCOMMODATES 35**

**YOGA STUDIO | \$20 | ACCOMMODATES 25**

**GROUP EX STUDIO | \$40 | ACCOMMODATES 100**

**CONFERENCE ROOM | \$15 | ACCOMMODATES 15**

**NOTE: BASKETBALL GYM NOT AVAILABLE FOR RENTALS.**

## DETAILS TO KNOW WHEN RENTING A ROOM AT THE Y:

- Rental requests should be made as far in advance as possible, but **MUST** be made at least one week prior to the event to allow sufficient time for processing. All requests are subject to room availability and management discretion.
- Please include set-up and clean-up time when determining the hours of your rental request.
- Regular rentals requests must be during operating hours at the YMCA (Monday-Friday 5:30am-10:00pm, Saturday 7:00am-7:00pm, & Sunday 12:00pm-6:00pm). Rental requests outside of regular operating hours are only granted under special circumstances and must be made at least 1 month in advance and are subject to additional fees.
- Rooms must be returned to the condition in which they are found. Groups will be billed for clean-up and damages and management may forbid future use of the building.
- Non-profit groups are eligible for a 50% discount off the room rental rates. Proof of non-profit status must be presented at the time of request to receive this discount.
- Cancellations must be made no less than 48 hours before a rental or you will be charged the normal rental fee.
- Groups and individuals accessing the facility during a rental are only allowed access to the designated room and nearby restrooms. Any violation of this policy may result in the immediate expulsion of the entire group and the rental fee will be forfeited.
- The YMCA has the right to cancel any reservation up to 24 hours before the scheduled time of rental. No fee will be charged if the YMCA cancels a room rental.
- The TownLake YMCA is a smoke, alcohol and weapon-free property. Must be cleaned up and out of the building 15 minutes prior to closing. No selling. No services that we currently provide. Insurance needed for classes (\$100,000+General Liability)