



1. Reservation Details

Owensboro YMCA Member Y / N

Name of Adult making reservation: \_\_\_\_\_

Organization name: \_\_\_\_\_

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

\*Phone: \_\_\_\_\_ \*Email: \_\_\_\_\_ \*Adult DOB: \_\_\_\_\_

2. Select the desired rental space

Table with 6 columns: Space, Hours, Member, Capacity, Room Description. Rows include Downstairs Studio, Upstairs Studio, Tumble Room, and Gymnasium.

\*YMCA Staff will confirm availability outside of YMCA class/program schedule.

#Gymnasium rental is only available outside of facility hours, pending staffing availability.

3. Rental Details

Rental Date: \_\_\_\_\_ Rental time: \_\_\_\_\_ Estimated Total attendees: \_\_\_\_\_

Rental Type: Shower Group Celebration Sports practice Other: \_\_\_\_\_

TOTAL RENTAL COST: \_\_\_\_\_ DEPOSIT (50% of total rental cost): \_\_\_\_\_

4. Contract Agreement

I understand the following terms:

- Reservation is not confirmed until 50% deposit received.
Cancellation may be made with 2 weeks' notice to receive a refund of the deposit.
Rentals cancelled without 2 weeks' notice will not receive a refund of the deposit.
The balance is due 7 days prior to the rental.
There will be a \$50 fee for each 30 min increment invoiced to rentals that exceed their time slot.
Excessive cleaning after the rental will incur a \$50 charge per hour of cleaning time.
Set up is permitted 15 minutes before the start of the rental.
A Certificate of Insurance and roster may be requested for groups.

Reservation Signature: \_\_\_\_\_ Date: \_\_\_\_\_

YMCA Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

STAFF USE ONLY

Booked in Daxko (date): \_\_\_\_\_ Date Entered on Corporate Calendar: \_\_\_\_\_

Date Confirmation emailed: \_\_\_\_\_ Confirmation mailed: \_\_\_\_\_ Reminder emailed: \_\_\_\_\_

Deposit amount: \_\_\_\_\_ Deposit pd date: \_\_\_\_\_ Balance due: \_\_\_\_\_ Balance pd date: \_\_\_\_\_