



Application for the Use of the Chesterfield YMCA Conference Center Rental Facilities

This application must be completed in its entirety. Please type or print legibly.

Name of Responsible Person Applying:

Name of Organization/Group Represented: (If non-profit, please provide documentation)

Address and Phone Number:

Date/Time of Use: _____

Number of people expected: _____

Facility Requested: Auditorium/Medium Meeting Room/Small Meeting Room (circle one)

Admission will/will not be charged. (circle one)

Proceeds to be used for: _____

Will alcohol be served? Yes/No. (circle one)

Facilities are under the jurisdiction of the Chesterfield Police Department and are subject to monitoring of all activities/events. All rental fees and deposits must be paid in advance and in full to reserve your date. No partial payments accepted. The deposit does not secure your date. The key must be picked up on Friday or last weekday prior to weekend day rental. Failure to do so will result in forfeiture of the deposit. Only one set of keys per rental day are given.

*If you are serving alcohol at your function, you are required to purchase additional insurance covering alcohol liability. Contact Will Alexander at 843-332-2601 for more information.

I promise to personally assume responsibility for payment of all charges and the observance of all regulations governing the use of this facility.

Date Signed

Office Use Only

Rental Fee & Deposit must be paid in advance and in full to reserve your date.

Rental Fee Amount: _____ Date: _____

Deposit Amount: _____ Date: _____

I certify that I have received the deposit for the rental of the facility on _____.

Date: _____

Signature of Employee Taking Reservation: _____



Conference Center Deposit Rules/Guideline/Agreement

All deposits must be picked up within 10 calendar days of the rental date. After this time, the Chesterfield YMCA will not be held responsible for any money, including cash or checks. The following rules and guidelines apply to the users of the facility.

1. No smoking or tobacco use in the building or grounds as posted. Alcoholic beverages are not allowed in the building or on the grounds without prior written approval from the Chesterfield YMCA.
2. A responsible adult of at least 21 years of age shall remain on the premises for the entire duration of the event.
3. All trash, paper products, food, decorations, etc. must be removed from the building and placed in the trash receptacles. The renter is responsible for the removal of the above items, even if they have been contracted with a party/wedding coordinator or caterer.
4. No glitter or confetti can be left on the floor. You are responsible for sweeping it up and/or subject to deposit forfeiture if additional cleanup is required.
5. The renter is responsible for securing the facility including turning off all lights, HVAC, water in restrooms, and locking the facility at the end of the event. Bathrooms must be left clean and ready for use.
6. The Chesterfield YMCA is NOT responsible for setting up or taking down any chairs or tables.
7. Any equipment used shall be returned to its original location. No equipment, material, or furniture may be removed from the facility.
8. Litter scattered over the outside area as a result of your event shall be picked up by the renting party.
9. The renter is solely responsible for any damages occurring to the facility or equipment. The required deposit fees may be used to satisfy such damages and/or extra cleaning that may be required. Additional charges (exceeding the deposit) may be assessed as needed to cover additional repair costs.
10. Changes to wires, wiring, electrical, or audio/video connections are strictly forbidden.
11. Seating capacity up to 13—6 foot round tables, 4—6 foot rectangle tables. **(not guaranteed)** Chairs up to 140. **You DO NOT have use of the tables and chairs in the meeting room unless you rent it.**
12. The Meeting Room is a separate rental space. You do NOT have access that space unless you rent it. This space may be rented to someone else while your event is in progress.
13. The hallway and restrooms are common areas. If you decorate them, please remember that anyone renting the other rooms will have access to that area.
14. Fire exits must not be blocked by tables, chairs, or equipment of any kind.
15. YMCA staff will inspect the facility and equipment after each rental.
16. The kitchen has racks, refrigerator/freezer, cooler, prep table and 3 basin sink. **IT IS NOT A FULL SERVICE KITCHEN.**

Failure to comply with these rules may result in a forfeiture of all or a portion of the required deposit and may result in additional charges. The deposit will be refunded after the facility and equipment have been checked and the keys are returned. We require two separate checks to be written—one for the deposit and one for the rental fee.

I have read and reviewed the rules and guidelines and understand that failure to comply may result in the forfeiture of all or a portion of the deposit.

Signature of responsible Party: _____ Date: _____



Conference Center Deposit Rules/Guideline/Agreement

The Chesterfield YMCA welcomes you and your group to use the facility. In using the facility you agree to the following conditions and terms. The Chesterfield YMCA reserves the right to cancel a reservation at any time. In such instances, the deposit and rental fee will be refunded.

1. A deposit and rental/cleaning fee are required at the time of reservation. This is a requirement for making a reservation. You DO NOT have a confirmed reservation until you have paid both the deposit and rental fee. Fees are subject to change at any time. Reservations are to be made 2 (two) weeks in advance.
2. Failure to notify the YMCA of the cancellation of your function at least 7 (seven) days prior to the event will result in the forfeiture of your deposit.
3. The Chesterfield YMCA is not responsible for any injuries received on facility premises.
4. The building and equipment will be left in a condition equal to or better than found.
5. No alcoholic beverages are allowed during public events or on grounds, including the park unless prior written permission from the YMCA is granted. No smoking or tobacco use is allowed in any facility or premises as posted.
6. The renter is responsible for any and all damages to the facility (including stains on carpet) and equipment.
7. The renter has usage of the facility **only for the time specified** on the application form and shall **not use any other area, or portion of the facility that is not listed on the application at any other time.** (Unauthorized usage will result in additional charges and forwarded to the Police for any additional action needed.)
8. The renter has usage of the specified area on the application form and shall not use any area, or portion of the facility that is not listed on the application (with the exception of the restrooms in that portion of the building).
9. **The key must be picked up on Friday or last weekday prior to weekend day rental. Failure to do so will result in forfeiture of the deposit. Only one set of keys per rental day will be provided.**
10. To avoid competition with existing private sector businesses, the Chesterfield YMCA will only rent its facilities to chartered tax exempt organizations when the purpose of the rental is for raising of funds, i.e. the facilities will not be rented to individuals or businesses, peddlers, etc., when it is their intent to sell tickets, charge admission or sell goods for the purpose of financial gain.
11. The facilities may be rented to non-profit organizations that are duly registered with the State of South Carolina for a reduced rate.
12. The Chesterfield YMCA reserves the right to waiver the aforementioned policy at its discretion.

Normal rental times are as follows:

8am—11pm on Sunday through Thursday Nights

8am—12 Midnight on Friday and Saturday Nights

You are not allowed to use the building at any other time! This includes your caterer, decorator, wedding planner, florist, etc.

If you need additional time, additional days may be rented for a reduced fee.

Failure to comply with these rules may result in a forfeiture of all or a portion of the required deposit and may result in additional charges. I have read and reviewed the rules and guidelines and understand that failure to comply may result in a forfeiture of all or a portion of the deposit.

Signature of Responsible Party: _____ Date: _____