



ROOM RENTAL POLICIES

Facilities are available for rent during normal business hours. A YWCA staff member must be present during hours requested for rental.

YWCA Carlisle will not invoice for rentals. Payment must be made prior to the use of the facility, unless otherwise stated in rental letter.

Rentals *may* require a \$50 refundable damage deposit. Damages will be assessed should any property (personal or real) be defaced or misused. Immediately notify a staff member in the event of an accident or spill. Do not use tape on the gymnasium floor.

24 hour cancellation notice is required for all rental agreements. Failure to comply with this may result in forfeit of the damage deposit.

Children must be supervised at all times by an adult. YWCA Carlisle is not responsible for child care.

No smoking or use of drugs or alcohol is permitted inside of the building.

Any use of additional YWCA Carlisle property, including TV, DVD, kitchenware, dry erase boards, podium, copier, etc., must be arranged when setting up the initial rental.

Non-profit organizations desiring to rent our facilities will receive a 15% discount on pricing.

YWCA Carlisle will not discriminate against any individual because of race, religion, color, sex, age, national origin, sexual orientation or handicap.

Clients using a meeting space must leave the space the way it was found. If furniture in the room is moved, it should be returned to the original layout. Care should be taken when moving the furniture in the room to avoid any damage.

YWCA Carlisle prohibits any person from carrying or possessing weapons on property or while participating in YWCA events, regardless of whether that person is licensed to carry a concealed firearm. "*Weapons*" include, but are not limited to, firearms, tasers, explosives, swords, knives, and chemicals. "*Weapons*" also include any other item used, or intended to be used, to harm another person. Exceptions: This policy does not apply to on-duty law enforcement personnel acting in the course of their official duties, nor does it apply to off-duty law enforcement personnel or licensed security guards employed by the YWCA to provide security on YWCA property or at YWCA event.

I have read the policies regarding use of the YWCA and agree to abide by them.

Signature

Date

Name