



Gallatin Valley YMCA Conference Room Rental

Please submit completed form to info@gallatinvalleyymca.org or to our front welcome desk. Once request is scheduled and confirmed you will be notified by email or phone. If chargeable, payment will be required at the time of confirmation in order to reserve the space.

Applicant's Name: _____ Today's Date: _____

Mailing Address: _____
Street City State Zip

Phone Number: _____

Email: _____

Organization's Name: _____

Have you used the conference room before? **Y / N** (circle one)

Organization's Mission: _____

Date(s) Requesting: _____ Time: _____

Length of Meeting (half hour increments): _____

What will the conference room be used for?

Number of people:

Does the group have insurance for itself? **Y / N** (circle one) Insurance Co.: _____

Is this a 501(c)(3) Non-Profit Group? **Y / N** (circle one) Non-Profit Tax ID#: _____

Any other notes:

How would you like the tables arranged? (circle one)

U shape one large table classroom style

Conference Room

Includes 8 individual tables that are flip tops. Use all 8 or just a few. Seats 16-20 people.

- Only for the use of community and non-profit organizations that serve the Gallatin Valley. The conference room is not intended for commercial activities such as selling items, gathering names for future mailings, or for educational seminars by commercial companies.
- You must include the wording "This event is not sponsored by the Gallatin Valley YMCA" in all publicity, and you must not publicize the event until your booking has been confirmed.
- You cannot use the meeting facilities for:
 - Worship services and ceremonies, and religious instruction; religious groups can meet for organizational, committee, planning, etc., purposes.
 - Political rallies, campaign events or fundraisers; political groups can meet for organizational, committee, planning, etc., purposes, and for precinct meetings and county/district conventions).

- Commercial purposes, including: sale of products/services; promotion of products/services for sale at a later time; and solicitation of business, including presentations whether for-profit or non-profit that may result in later for-profit business opportunities for the presenter or presenting entity.
- Fundraising, except for GVYMCA-affiliated groups.
- Individual/group social events (parties, showers, etc.)
- Room Capacity shall not exceed over 20 people.
- All meetings must conform to all Gallatin Valley YMCA facility policies as well as all local, state and federal laws and regulations.
- All meetings must have an adult present (at least 18 years or older) that is responsible for the participants attending.
- You may use the room during Gallatin Valley YMCA hours only. You may not enter the Gallatin Valley YMCA prior to opening time, and must be out by 15 minutes before closing
- No activities are allowed which disturbs the normal affairs of the Gallatin Valley YMCA.
- The use of open flames or candles in the meeting room is prohibited. All fire and building codes must be followed.
- Food and drink is permitted with the exception of alcohol. The arrangements for food delivery are solely the responsibility of the applicant. We do not provide any utensils, paper plates, cups, etc.
- No object, poster, or writing, etc. can be placed on walls without permission from a Gallatin Valley YMCA Director.
- Please have meeting attendees utilize the parking in the West lot.
- Neither the name nor address of the Gallatin Valley YMCA may be used as an official address or headquarters of any organization.
- A list of attendants will need to be provided to the member service desk in order for attendants to be welcomed into the Gallatin Valley YMCA facilities.

Set-up and Equipment

Room set-up is the responsibility of the applicant. Call ahead to ensure technical compatibility of meeting setup.

Clean Up

- Each organization must clean up the conference room and return it to the condition in which it was found. Please report any spills/stains to Gallatin Valley YMCA Staff.
- A charge will be assessed for any special cleaning or repairs made necessary after reservation has been filled.
- The Gallatin Valley YMCA will not care for or store any organization's materials and will not take responsibility for materials left by an organization.

Cancellations

- Cancellations must be in writing and received 24 hours prior to the scheduled event or program in order to receive a full refund. If you cancel with less than a 24-hour notice refunds will not be given or if the meeting(s) is set up with no charge the cancellation will be counted as one of your two.
- The Gallatin Valley YMCA will not be responsible for any damages or costs resulting from the cancellation of meetings due to the Gallatin Valley YMCA closing for weather or other emergencies.

Fees

Non-profit and community partner groups can utilize the conference room up to 2 times per year at no charge, there after the charges should be \$25 per hour with a max meeting time of 4 hours per meeting time. Payment is to be paid in full when reservation of the room is made.

When scheduling conflicts exist, priority will be given to Gallatin Valley YMCA sponsored events and programs and then to members of the Gallatin Valley YMCA. If a conflict still exists, preference will be on a first come first serve basis. Permission to use the Gallatin Valley YMCA's facility does not imply endorsement of the organization or approval of the program contents.

The Gallatin Valley YMCA reserves the right to revoke permission to any group or organization, which violates or refuses to comply with the rules and regulations established. By signing below, you certify that you have read and understand the above policies and agreement.

Applicant's signature: _____ **Date:** _____