Youth and Family Link Rental Application

907 Douglas Street
Longview, WA 98632
#360-423-6741

We reserve the right to refuse any Facility Rental Request at our own discretion.

No reservation is confirmed until this form is approved and returned with payment.

Rental fees

Gym use that **serve the community for free**: $50 per hour; plus $25 insurance fee.
Examples: Companies/Organizations hosting free community events

Gym use for **private or commercial purpose**: $100 per hour; plus $25 insurance fee.
Examples: Private events/parties, Companies/Organizations hosting Events that are charging admission

Conference Room (Not available after office hours) : $25 per hour

Family Room : $50 per hour

Bounce Castle : $150 flat fee

Rock Climbing Wall : $50 flat fee

Some special uses may be charged on a per person basis.

Deposit (Refundable) : Rental Deposit amount will be based off Event type. Refundable as long as group cleans up all areas being used, takes out all trash, no damages, out on time, and fulfilling rental requirements of responsible party.

Smoking, Alcohol, Drugs, and Weapons are NOT allowed on the Youth & Family Link Property

Please complete all highlighted portions of the Rental Application to prevent delay while processing.

Youth and Family Link
Facility Policies and Procedures

Please read through Policies and Procedures : initial each section, and sign below.

Policy Statement

Youth and Family Link offers its Community Gymnasium and designated rental spaces for use by community members, organizations, and staff-aligned partners. Facility use must support or align with the agency's mission and values. All rentals are subject to review, approval, and compliance with the conditions outlined in this section. Youth and Family Link reserves the right to deny, cancel, or revoke rental privileges at any time for violations of policy or incompatibility with the agency's operations. **_____Initial**

Rental Eligibility

Policy: Facility use is open to responsible individuals and community-based organizations. However, preference is given to programming that serves low-income or at-risk populations. Rentals may not interfere with ongoing Youth and Family Link programs or compromise the agency's values. Facility use is not permitted for any individual or organization that promotes harmful conduct or contradicts the ethical standards of the agency. Rentals must be sponsored by a responsible party who will provide adequate supervision and accept liability for all costs and damages. **_____Initial**

Procedure: All prospective renters must submit a completed rental application to be considered. The application must clearly state the intended use, responsible party, and supervision plan. Approval is contingent on availability, alignment with agency mission, and payment in full. **_____Initial**

Rental Fees

Policy: Rental rates are based on the nature of the event. Use of the gym for free community-serving events is charged at $50 per hour, plus a $25 insurance fee. For private parties or commercial events where admission is charged, the rate is $100 per hour, also with a $25 insurance fee. The Conference Room is available during office hours at $25 per hour, and the Family Room is available at $50 per hour. Optional features such as the Bounce Castle and Rock Climbing Wall are available at flat rates of $150 and $50, respectively. In addition, Rentals lasting two or more hours qualify for one free hour off rental charge. *Example :* Renting for 3 hours, renter pays for 2 hours. A refundable deposit is required for all events, starting at $100, and is based on the event type and risk level.

Procedure: The final rental total, including all applicable fees and deposits, will be provided by the Gym Coordinator once the application is approved. Full payment is due two weeks prior to the event date. If payment is not received by the due date, the reservation will be considered cancelled. **_____Initial**

Friends, Family, and Staff Discount Policy

Policy: Current Youth and Family Link staff may use the facility free of charge on a case-by-case basis, with prior approval from the Operations Manager or Executive Director. Friends and family of current staff are eligible to receive a 10% discount on the total rental cost. In addition, Rentals lasting two or more hours qualify for one free hour off rental charge. *Example :* Renting for 3 hours, renter pays for 2 hours.

Procedure: Staff requesting personal use must submit a request form through their supervisor or directly to the Gym Coordinator. Friends or family applying for a rental must indicate the staff connection on their form to receive the discount. All discounts and complimentary hours will be confirmed and documented on the invoice provided by the Gym Coordinator. **_____Initial**

Insurance Requirements

Policy: All approved rentals must provide a certificate of liability insurance naming Youth and Family Link as an additional insured. This requirement may be waived by the Gym Coordinator depending on the nature of the event. All renters must sign a hold-harmless agreement releasing Youth and Family Link from liability for injuries, damages, or losses occurring during the use of the facility.

Procedure: Insurance documentation must be submitted with the rental application or prior to final payment. The Gym Coordinator will review and retain a copy of the insurance certificate for agency records. **_____Initial**

Application Process

Policy: All rental applications must be submitted at least two weeks in advance of the requested rental date. Incomplete forms or missing details will delay processing and approval. Applications are not considered confirmed until approved by the Gym Coordinator and payment is received. Youth and Family Link does not hold dates or time slots unless a rental is fully approved and paid.

Procedure: The Gym Coordinator will confirm receipt of all rental requests. Once approved, the Coordinator will issue a confirmation along with a breakdown of rental fees. For recurring events, applications must be renewed every three months. **_____Initial**

Payment Policy

Policy: All fees must be paid in full two weeks before the event. Payments can be made by cash, card, or check. If payment is not received by the specified due date, the reservation is subject to cancellation without notice. Refundable deposits may take two to four weeks to process.

Procedure: Once payment is received, the Gym Coordinator will issue a receipt and update the internal facility calendar. Renters will be reminded of their responsibilities related to facility use and cleanup. **_____Initial**

Use of Facilities

Policy: Renters are limited to the rooms or features specified on their approved rental form. A Youth and Family Link staff member must be present during any facility use, unless pre-approved for key/code access. No alcohol, drugs, tobacco, or weapons are allowed on site. All events involving youth must include designated adult supervision. Decorations, signage, or any wall-mounted materials must be approved in advance and fully removed following the event.

Procedure: At the start of each rental, staff will review the rental area with the renter. Any unauthorized use of space or equipment will result in additional charges. If using the Bounce House or Rock Wall, renters are expected to assist with setup and takedown. **_____Initial**

Cleanup and Equipment Use

Policy: Renters are responsible for returning the facility in clean, safe condition. A cleaning checklist must be completed and returned to staff at the end of the event. This includes sweeping, mopping, wiping down equipment, removing decorations, taking out trash, and ensuring all borrowed items are returned. Failure to meet these expectations will result in full or partial loss of deposit.

Procedure: The Gym Coordinator or on-site staff will provide the cleaning checklist at the beginning of the event. A final walkthrough will be completed before releasing the renter from their responsibilities. **_____Initial**

Cancellations and Closures

Policy: Youth and Family Link may cancel scheduled rentals in the event of emergency, inclement weather, or facility needs. Renters are expected to provide at least 48 hours' notice for voluntary cancellations. Failure to cancel within this window may result in forfeiture of fees already paid.

Procedure: If cancellation is necessary, renters must notify the Gym Coordinator by phone or email. Refunds for cancellations will be handled on a case-by-case basis depending on timing and circumstances. **_____Initial**

Conduct and Compliance

Policy: All renters are expected to adhere to agency policies and conduct themselves in a way that reflects the values of Youth and Family Link. Facility use may not interfere with agency programming or be used for activities deemed unethical, illegal, or inconsistent with public interest. Renters who fail to comply with these standards may have their rental privileges revoked and may be held responsible for damages or fees.

Procedure: Any incidents or policy violations must be reported to the Gym Coordinator or Operations Manager immediately. Youth and Family Link reserves the right to remove any person or group from the property and deny future use of the facility. **_____Initial**

Signature Date

Return this completed application to our Main Office, or e-mail to wlemonds@linkprogram.org

(Fill out all highlighted areas, Please read thoroughly)

AREAS/ITEMS REQUESTED FOR USE:

☐ **Gymnasium** ☐ **Family Room** ☐ **Conference Room (Office hours only)**

☐ **Bounce Castle (Must be renting the Gym)**

☐ **Rock Wall (Must be renting the Gym)**

Name of Event: _____

Description of Event: _____

Contact Person/Responsible Party/Organization: _____

E-Mail : _____ **Phone # :** _____

Address/City/State/Zip: _____

Date(s) requested for use: _____

Anticipated Attendance: _____

Entrance Time : _____
(This is the time that you want to enter the building to start setting up)

Exit Time : _____
(This is the time that your group is cleaned up and out of the building)

If this is a recurring event specify days/dates/times/date range: _____ **(Recurring events must be resubmitted and approved every three months)**

Will there be food served?_____ **If so, what will be served?** _____

Do you need chairs & tables? _____
(We have about 50 chairs, and about 40 : 6 ft. rectangle tables)

Will an admission fee be charged? _____ **If so, amount $** _____

Person / Organization Responsible for payment and liability: _____

To be completed by office

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Are dates requested available on calendar: yes no (specify conflict) _____

Staff signature: _____ Gym Coordinator approval to reschedule conflict: _____

Cleaning/Damage Deposit: $ _____ ($100 minimum based on the event) Refundable

GYM : Hours _____ x $_____ = $ _____

FAMILY ROOM : Hours _____ x $50.00 = $ _____

CONFERENCE ROOM : Hours _____ x $25.00 = $ _____

Insurance required ($25.00 per use) $_____

Rock Wall ($50 Flat) $ _____

Bounce Castle ($150 Flat) $_____

Total Due: $_____ Due Date : _____

(If payment is not received by due date, Rental will be deemed cancelled)

Signature/approval of YFL Gym Coordinator: _____ Date: _____

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Signature of person responsible for use: _____ Date: _____

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RENEWAL DATE (Every 3 months) IF RENTAL AGREEMENT IS RECCURING: _____

By signing this form, you acknowledge agreement with the stated fees, that you have read and understand the INFORMATION AND POLICIES and will abide by all stipulations set forth in this document. The responsible party acknowledges that Youth and Family Link, or any associated company, will not be held liable for any injury, damage, or other detrimental effect to the users of the facilities.

To be completed by office

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____Certificate of Insurance attached: Yes YFL Insurance

____ Staff present for event: _____ OR Key/Code applied, Key & Code Form completed: _____

____ Entered in calendar

____Payment : Amount $_____Cash/Card/Check Check #_____ Rec #_____ Date received: _____

FACILITY USE CLOSING & CLEANING CHECKLIST

Date: _____

Person Completing Form: _____

Time In: _____ **Time Out:** _____

# of Participants:_____

AREAS USED (check all that apply)

☐ Gym ☐ Bounce House ☐ Rock Wall ☐ Family Room ☐ Restrooms

CLEANING & CLOSING TASKS

Mark Complete (✓) or N/A.

GYM

☐ Sweep/mop floors; remove spills and sticky spots

☐ Clean/sanitize tables and chairs; return to storage (do not block Ping Pong tables)

☐ Clean bleachers (if used)

☐ Clean/sanitize equipment; return to storage

☐ Remove trash/personal belongings; replace liners

☐ Turn off lights

BOUNCE HOUSE

☐ Clean and sanitize

☐ Deflate and store properly (do not block Pickleball equipment)

☐ Report damage or concerns

ROCK WALL

☐ Clean area

☐ Secure wall in stored position

☐ Report damage or concerns

FAMILY ROOM

☐ Clean/sanitize tables, chairs, counters, food prep surfaces

☐ Return furniture to original arrangement

☐ Sweep/mop floors as needed

☐ Clean sinks

☐ Remove personal food from refrigerator

☐ Remove trash/personal belongings; replace liners

☐ Turn off lights

RESTROOMS

☐ Leave counters and sinks clean

☐ Empty full trash cans; replace liners

OUTDOOR AREAS

☐ Grounds free of trash and debris

PROGRAM USER / RENTER CERTIFICATION

I certify that the facility has been cleaned and secured according to facility requirements.

Signature: _____

STAFF : FINAL WALK-THROUGH

☐ Facility clean and ready for next user

☐ All lights turned off as directed

☐ Doors secured

Staff Name:

_____

Facility Condition:

☐ Excellent ☐ Satisfactory ☐ Needs Follow-Up (Please note below)