

# Facilities Rental Application

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



**REQUEST FOR USE:**  Gymnasium  Family Room  Conference Room

**Name of Event:** \_\_\_\_\_

**Description of Event:** \_\_\_\_\_

**Sponsoring Organization/Individual:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**E-Mail address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address/City/State/Zip:** \_\_\_\_\_

**Day & Date of Event:** \_\_\_\_\_ **Anticipated Attendance:** \_\_\_\_\_

**Actual Event Time:** from \_\_\_\_\_ to \_\_\_\_\_ **Entrance Time for setup:** \_\_\_\_\_

**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?** \_\_\_\_\_

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

**Organization/Person Responsible for payment and liability:** \_\_\_\_\_

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

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

**We do not hold dates / time slots for any group when rental is stopped for any reason.**

Completed rental forms must be submitted a **minimum of two weeks prior to the event**. Failure to fully complete the rental forms will result in delayed confirmation of your event. Once the request is approved or denied, a copy of the rental form and a statement of charges will be returned to applicant.

All organizations are required to pay the full amount to be charged for the event, at least two weeks prior to the scheduled date.

Food and beverages will only be allowed in designated areas to be defined prior to use. Organizations are required to clean up after all events. All garbage must be bagged and removed. All leftover food and beverages must be removed. Floor must be swept after each use. Failure to do so will incur an additional charge.

## **Rental fees**

**Gym** use that serves the community in a helpful manner: \$35 per hour; plus \$25 insurance fee.

**Gym** use for private or commercial purpose: \$70 per hour; plus \$25 insurance fee.

**Conference Room** \$25 per hour

**Family Room:** \$40 per hour

**Bounce House:** \$50

**Rock Climbing Wall:** \$35

**After hour charges:** \$20 per hour staff to be present.

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

*Alcohol, drugs and smoking are not allowed on the property.*

***Return this form to Link Main Office or e-mail to [wlemonds@linkprogram.org](mailto:wlemonds@linkprogram.org)***

**To be completed by office**

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Name of Event: \_\_\_\_\_

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

# Hours of actual event: \_\_\_\_\_ x \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Insurance required (\$25.00 per use) \$ \_\_\_\_\_

Staff charge: \$ \_\_\_\_\_

Additional Equipment: \$ \_\_\_\_\_

Total Due: \$ \_\_\_\_\_

Signature/approval of YFL: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of person responsible for use: \_\_\_\_\_ Date: \_\_\_\_\_

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. Alcohol, drugs and smoking are not allowed on the property. Renters are required to complete the Gym Usage Form for each use and return to the main office.

**Office Use Only**

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ATTACHMENTS:

\_\_\_ Certificate of Insurance attached: Yes YFL insurance

\_\_\_ Payment attached: Amount \$ \_\_\_\_\_ Check # \_\_\_\_\_ Cash/Card Date received: \_\_\_\_\_

\_\_\_ Staff present for event: \_\_\_\_\_ OR key/code given and Code Form completed: \_\_\_\_\_

\_\_\_ Entered in calendar

\_\_\_ Review Policies with Renter \*\*Notes:

Gymnasium and Facility Information and Policies  
Youth and Family Link

**Usage Fees and Scheduling:**

The fees charged for use include a proportionate share of operational costs such as staffing, utilities and cleaning. All use requires the prior insurance certification from the user. Scheduling is based on a reserved basis. **Priority is given to activities for low-income, at-risk populations.**

**Eligible Organizations:**

It is the policy of Youth and Family Link to permit the use of Link facilities by responsible non-Link organizations or groups except if such rental of Link facilities are in competition with available privately operating facilities or are primarily functions not directly related to serving children specifically.

The Executive Director is authorized to allow local, non-Link connected organizations, or groups to use the Link facilities only when satisfactory arrangements can be worked out and such uses do not conflict with the needs or policies of Youth and Family Link. Neither an individual nor a non-Link organization may be allowed the use of Link facilities except as such use is sponsored or underwritten by a reliable organization that the Executive Director feels can provide adequate supervision and insure payment of the rental fee and other costs that may be incurred.

The Executive Director shall not allow the use of any Link facility by any organization or group known to be subversive or advocating the violent overthrow of our government. Use of the facility must be in compliance with ethical and moral standards established in Link policies and procedures.

The Executive Director is authorized to permit the use of Link facilities by organizations or groups who, by their nature are concerned with the secular education and practice of youth in the community, and who meet the mission of Youth and Family Link.

**Insurance:**

All organizations scheduling Link facilities will be required to sign an agreement holding Link harmless from any liability. All organizations scheduling Link facilities for activities, which involve potential for personal injury or property damage, must provide evidence of adequate insurance coverage. When insurance is required, the organization shall name Youth and Family Link as an additional insured on insurance provided.

**General Policies:**

1. Application for use of the Link facility shall be made at the Link office.
2. Facility use shall be limited to those specified on the approved application.
3. Link may charge for use of special equipment or areas.
4. Alcoholic beverages and illegal drugs are not permitted in Link facilities or on Link property at any time. Youth and Family Link is a tobacco free campus.
5. Possession of weapons on Youth and Family Link property is strictly prohibited except by authorized law enforcement personnel.
6. **Link reserves the right to cancel any application, and refund the unearned portion of any payments made, when it deems any actions to not be in the best interest of Youth**

**and Family Link.** The applicant shall give at least two days notice to the Link office of any cancellation of previously scheduled facility use. In the case of failure to do so, Link will charge for expenses incurred.

7. Weather conditions or other such emergencies requiring closure of Link facilities will automatically cancel any previously scheduled meetings or activities.
8. Satisfactory sponsorship and adequate adult supervision, including police and fire protection surveillance, when necessary will be required for all activities.
9. Continuous use of the Link facility on a weekly or monthly basis shall be limited to a 3month period at which time a new application must be submitted and approved.
10. No youth are to be in the building prior to having adult supervision in place.
11. A Link employee shall be present at all times when a Link facility is being used by any group or program of Youth and Family Link.
12. Activities sponsored by a non-Link organization must name the supervisor who shall be present during the activity. An adult will directly supervise all youth.
13. Youth and Family Link reserves the right to eject or cause to be ejected from the facilities any objectionable person or persons, and neither Link or its officers, agents, or employees shall be liable to user for any damages that may be sustained by user through the exercise by Link of such right.
14. Any scheduled activities shall not interfere with normal operations of Youth and Family Link programs nor shall they reflect adversely upon Youth and Family Link.
15. Users shall comply with all rules and regulations prescribed by Youth and Family Link and with all other applicable rules, laws, ordinances, and regulations.
16. Use and/or all vendors shall obtain a city business license and sales tax license if required.
17. Gambling or other conduct detrimental to Youth and Family Link or public interest shall not be permitted.
18. Youth and Family Link has a policy prohibiting sexual harassment: unwelcome sexual advances, requests for sexual favors, and or verbal or physical conduct or written communication of an intimidating, hostel, or offensive sexual nature.
19. No assignment of users' rights under this shall be made by the user without the prior written consent of Link, which consent may be withheld in Link's sole and absolute discretion. Any signs, posters, or flyers indicating the use of Link facilities shall have the prior approval of, and include the name of, Youth and Family Link.
20. No performance, exhibition, or entertainment shall be given or held on Link facility by a user which violates the "community standard" definition of obscenity or that Link deems objectionable to the mission of the agency.
21. Users will be limited to the use of areas specified on the approved use agreement and to the activities specified on the use application form.
22. A user group requiring access after normal Youth and Family Link hours or on weekends shall be assigned a key and shall be responsible for returning the key immediately after the activity in such manner as prescribed by Youth and Family Link.
23. Should a user default in the performance of any terms or conditions of these policies, Youth and Family Link, at its option, may forthwith and without prior notice to user, terminate any agreements and user's right of possession and use of Youth and Family Link premises. In the event of such termination, user shall be liable for all costs and damages incurred by Link as a result of the default, together with Link's reasonable attorney's fees and in addition the user shall be liable for the full amount of the rental fee and any security/damage deposit shall be retained by Link.

24. Youth and Family Link Executive Director or other designated personnel shall not be refused admittance to an outside function held at Youth and Family Link facilities.

#### **Clean-up and Maintenance:**

1. Facilities may not be made available for any use, which may result in undue damage or wear.
2. **Prior to leaving the building, groups shall be responsible to clean up and put in order those areas used by them.**
3. The kitchenette area is available to user groups but organizations shall provide their own supplies and be responsible for clean up of the kitchenette after each use.
4. No Link equipment or property shall be removed from the facility without prior approval of the Executive Director.
5. Gym shoes are required for activity type games such as Basketball, Volleyball, and Badminton, etc.
6. Prior approval from the Executive Director will be required before decorations or other materials may be applied to the walls or floor. Applicants are required to remove at their expense, decorations, materials, equipment, furnishings, and rubbish left after use of facilities.
7. Facilities and equipment shall be left in a clean and orderly condition. Failure to do so will result in additional charges to the user.
8. Food and drink are limited to designated areas as specified by Link
9. Motor vehicles are to be parked in designated area.
10. Any organization using the Link facility shall be responsible for any expenses incurred by Link arising by use of the facility. A user shall report damage immediately to a Link employee and shall pay promptly the Link Statement for Damages.
11. User shall pick up any trash inside and outside Link facility as a result of the event prior to leaving the area.
12. User may use the emergency access area for the purpose of loading and unloading. All vehicles must be removed from the emergency access area during an event. User is accountable for informing all participants that the emergency area must remain clear during scheduled activities.

#### **COVID-19 Restrictions:**

1. The distance requirement while exercising indoors is six feet. Occupancy is limited to 50 percent of the facility's occupancy limit, as determined by the fire code.
2. The following areas will be restricted to small groups for organized team sports: basketball courts, volleyball courts, pickle ball, tennis courts, and other indoor sports facilities. A minimum of six feet of physical distance between individuals must be maintained at all times.
3. High and medium contact sports such as hockey, soccer, cheerleading, dance, and basketball are limited to practice, with no games or competitions allowed. Practice is limited to small groups, not including the coach or trainer, if applicable, with no contact and a minimum of six feet of physical distance between participants at all times.
4. Patrons can choose whether or not to wear a face covering in our facility. Face coverings will be provided as long as we have them available.

**COVID-19 SANITATION PROTOCOLS:**

1. Restrooms are to be cleaned and appropriately disinfected after each use.
2. Soap will be abundantly provided for frequent handwashing.
3. Hand sanitizer with at least 60% alcohol will be available and distributed throughout the facility.
4. All clients must wash their hands or use facility provided hand sanitizer upon entrance to facility and prior to entering the gym floor. The COVID-19 supervisor will confirm this.
5. Equipment will be sanitized immediately after each use. Sanitation spray or wipes will be dispersed throughout the training floor.
6. Cleaning will include sanitize and restock paper products in men's restroom. Sanitize and restock paper products in women's restroom. Sanitize all surfaces in the lobby including couches, door handles, windows, and water fountains. Remove trash from the restrooms, lobby, and gymnasium. Sanitize surfaces in the gymnasium including entry table, door handles, and stair rails.

**Identified supervisor:**

**Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

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**Signature**

**Date**