

## Facilities Rental Application

907 Douglas Street  
Longview, WA 98632

360.423.6741



**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 form 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 the 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 and when specified by Gym Coordinator. If payment is not received by arranged due date, rental may be deemed cancelled at any time.

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. Failure to fulfill rental responsibilities specified by Facility Use Form (last page) will allow Youth & Family Link to hold partial or full amount of refundable deposit deemed appropriate by Operations Manager and Gym Coordinator.

### Rental fees

**Gym use that serves 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 House:** \$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 of Event type, Refundable as long as group cleans up all areas being used, takes out all trash, no damages, and are out on time, fulfilling rental requirements of responsible party.

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

Return this completed application to our Main Office, or e-mail to [wlemonds@linkprogram.org](mailto: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 House* (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 : \_\_\_\_\_

Exit Time : \_\_\_\_\_

(Exit time must be time when your group is cleaned up and out)

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? If so, how many of each? \_\_\_\_\_

(We have limited quantities, please inquire for more information)

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

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

**To be completed by office**

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 \$100.00 = \$ \_\_\_\_\_

FAMILY ROOM : Hours \_\_\_\_\_ x \$50.00 = \$ \_\_\_\_\_

CONFERENCE ROOM : Hours \_\_\_\_\_ x \$25.00 = \$ \_\_\_\_\_

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

Rock Wall (\$50 Flat) \$ \_\_\_\_\_

Bounce House(\$150 Flat) \$ \_\_\_\_\_

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

(If payment is not received by due date, Rental will be deemed cancelled unless prior arrangements have been approved)

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

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

RENEWAL DATE (Every 3 months) IF RENTAL AGREEMENT IS REOCCURRING: \_\_\_\_\_

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**

\_\_\_\_ 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: \_\_\_\_\_

## Youth and Family Link Facility Information and Policies

### **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. Deposit on any Rental will be Refunded, should the Responsible party ensure that they clean up, take out all trash, no damages have been incurred, and are out time.
8. Deposit Refund on all Rentals can take up to 2-4 weeks to be issued to Paying party for Rental, to ensure clearance and posting of funds (unless paid with Cash).
9. Weather conditions or other such emergencies requiring closure of Link facilities will automatically cancel any previously scheduled meetings or activities.
10. Satisfactory sponsorship and adequate adult supervision, including police and fire protection surveillance, when necessary will be required for all activities.
11. **Continuous use of the Link facility on a weekly or monthly basis shall be limited to a 3-month period at which time a new application must be submitted and approved.**
12. No youth are to be in the building prior to having adult supervision in place.
13. 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.
14. 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.
15. 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.
16. 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.
17. Users shall comply with all rules and regulations prescribed by Youth and Family Link and with all other applicable rules, laws, ordinances, and regulations.
18. Use and/or all vendors shall obtain a city business license and sales tax license if required.
19. Gambling or other conduct detrimental to Youth and Family Link or public interest shall not be permitted.
20. 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, hostile, or offensive sexual nature.
21. 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.
22. 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.
23. **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.**
24. 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.
25. 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.
26. 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, and Deposit withheld.
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 PROTOCOLS:** Please follow CDC Guidelines in regards to facility use.

By signing this form, you acknowledge 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. By signing this form, you are also acknowledging to comply with our No Alcohol, Tobacco, or Drugs Policy.

**Signature**

**Date**

# Facility Use Form

*Required by ALL Renters to fill out, & turn in after use*



Date: \_\_\_\_\_

Renter: \_\_\_\_\_

Person Completing Form: \_\_\_\_\_

Time in/out: \_\_\_\_\_

# of people using facilities: \_\_\_\_\_

## Renter Closing Checklist - Please INITIAL when each closing task is completed:

---

- \_\_\_ Ensure all high touch point areas have been cleaned and sanitized
- \_\_\_ If chairs and tables pulled out of storage closet to use, please clean all and put back
- \_\_\_ Sweep Floor
- \_\_\_ Spot Mop Floor if needed
- \_\_\_ If Bounce Castle & Rock Wall used, please locate staff and help put away properly
- \_\_\_ If activities closet used, please neatly put back all equipment
- \_\_\_ Empty ALL garbage into large garbage receptacle outside when full, replace with new trash liners
- \_\_\_ Check bathrooms for cleanliness and damages, report to staff of stocking needed
- \_\_\_ All Equipment/Property belonging to renter MUST be removed from LINK property
- \_\_\_ Record damages if any
- \_\_\_ Turn off lights

**Signature of Renter:** \_\_\_\_\_

Signature of LINK Gym Coordinator: \_\_\_\_\_