



YMCA of Kanawha Valley
 100 YMCA Drive
 Charleston, WV 25311
 Phone: (304) 340-33527
 Fax: (304) 340-3528

FACILITY USAGE REQUEST FORM

Name: _____

Address: _____

Phone: _____ Email: _____

YMCA Member/Non-Profit Organization

Non-Member/For Profit Organization

Date of Event: _____

Time of Event: _____ to _____

Expected Number in Attendance: _____ Number of Chairs: _____ Number of Tables: _____

Other Equipment: _____

Location	Member	Non-Member
<input type="checkbox"/> Bill Ballingall Room/Pool (additional fee for groups over 50)	\$80/2 hours	\$130/2 hours
<input type="checkbox"/> East Gym/Pool (additional fee for groups over 50)	\$100/2 hours	\$150/2 hours
<input type="checkbox"/> Bill Ballingall Room	\$20 per hour	
<input type="checkbox"/> Basketball Court	\$40 per hour	
<input type="checkbox"/> Soccer Field	\$40 per hour	
<input type="checkbox"/> T-Ball Field and Shelter	\$40 per hour	

Overnight Rental/Pool	1-50 Guests	51-75 Guests	76-100 Guests	101-150 Guests	151+ Guests	250 + Guests Please refer to Project Graduation Pricing
<input type="checkbox"/> 10pm-6am/Pool 10pm-2am	\$550	\$650	\$750	\$900	\$1,000	
<input type="checkbox"/> 10pm-2am	\$375	\$450	\$525	\$625	\$725	

<input type="checkbox"/> Project Graduation 10pm-6am \$1350	Additional Fees		
Building Rental Charge: _____ TOTAL CHARGE: _____ 50% Deposit: _____ Total Due on Rental Day: _____	Inflatable	Swimming Pool (10pm-2am)	
	Not provided by YMCA		
	<input type="checkbox"/> \$25 To cover electrical costs	<input type="checkbox"/> \$25 50-75 Swimmers	<input type="checkbox"/> \$50 76-100 Swimmers

I, the undersigned, agree to abide by the YMCA of Kanawha Valley building rental guidelines, and, on behalf of my group and having expressed authority of my group shall abide by the regulations contained in the policy, and I will assume full responsibility for enforcing those regulations with my group. I understand that my group's use of the facility is expressly conditioned on the fact that the YMCA are to be released and held free from any and all liability or loss by reason of injury or property of any individual in my group.

Signature: _____ Date: _____

Office Use Only	Date	Initials
Application Received		
Guidelines Signed		
Approved By		
Deposit Received		
Logged In Rental Book		

RENTALS & SPECIAL EVENTS

GATHERINGS

Do you have a large group or a special event and would like to rent a room here at the YMCA? We have great options for birthday parties, school groups, church groups, meetings, showers and holiday parties.

PARTY TIME

Pool and Party Room Rentals

This two hour package includes two hours use of party room and pool. We provide table and chair set up/take down. You bring cake, food, paper products and decorations. You are responsible for clean up.

Bill Ballingall Room/Pool Group Size 1-25		East Gym/Pool Group Size 25-75	
Member	\$80	Member	\$100
Non-Member	\$130	Non-Member	\$150

MEETINGS

Bill Ballingall Room (25) people, tables and chairs \$20 per hour

SPORTS COURT & FIELD RENTALS

Basketball Court \$40 per hour
 Soccer Field \$40 per hour
 T-Ball Field and Shelter \$40 per hour

OVERNIGHT RENTAL

10pm-6am/pool open 10pm-2am

OVERNIGHT RENTAL

10pm-2am

1-50 Guests	51-75 Guests	76-100 Guests	101-150 Guests	151+ Guests	250+ Guests Please refer to Project Graduation Pricing
\$550	\$650	\$750	\$900	\$1,000	
\$375	\$450	\$525	\$625	\$725	

PROJECT GRADUATION

10pm-6am

\$1350 Plus Additional Fees		
Inflatable	Swimming Pool (10pm-2am)	
Not provided by YMCA		
\$25	\$25	\$50
To cover electrical costs	50-75 Swimmers	75-100 Swimmers

Overnight rental rates are based on how many people are in your group. This fee includes YMCA staff, sports equipment, swimming pool, three sports courts, tennis courts, racquetball courts and miscellaneous amenities. A 50% down payment is required within 7 business days to hold your date.

For more information or to book your event,
Please call 304-340-3527.