



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PARTIES HAPPEN HERE!

FACILITY RENTAL INFORMATION PACKET

OWASSO FAMILY Y

Make the Y where YOUR next party happens! Enjoy a super fun swim party with up to 25 guests or a gathering in the gymnasium for a group of 50. We provide the space, tables, chairs, and other amenities — including your very own party attendant. All you have to do is show up and have fun!

CELEBRATE

- Birthdays
- Youth Groups
- Family Reunions
- Wedding Showers
- Baby Showers
- Graduation
- and more!



OWASSO FAMILY YMCA
8300 N. Owasso Expressway
Owasso, OK 74055
918 272 9622
www.ymcatulsa.org

Mission: To put Christian principles into practice through programs that build healthy spirit, mind and body for all.





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PARTY OPTIONS & FACILITY RENTALS

SWIM PARTY

Make a splash with a two-hour swim party in our state-of-the-art aquatics center. A party attendant will meet you and your guests in our lobby and direct you to the party room and locker rooms. We ask that guests swim first and then enjoy treats and gift exchange in our Group Exercise room on Saturdays, or our Mind & Body room on Sundays, both of which you are free to decorate. During warm months, the sun decks are available in place of a room.

POOL PARTY TIMES: Saturday, 12-2 p.m. Sunday, 3:30-5:30 p.m.
Saturday, 2:30-4:30 p.m. (holidays not available)

COST **Y MEMBER: \$200** **NON-MEMBER: \$250**

Swim parties can accommodate groups up to 25, each additional swimmer is \$3.
A \$50.00 deposit and a signed contract are required to secure a reservation.
Party guests must abide by all posted pool rules.

ROOM RENTAL

Need to rent a room, but don't need the pool? We can do that! Our Group Exercise studio can be booked on Saturdays, and our Mind & Body room is available on Sundays.

ROOM RENTAL TIMES: Saturday, 12-2 p.m. Sunday, 3:30-5:30 p.m.
Saturday, 2:30-4:30 p.m. (holidays not available)

COST **Y MEMBER: \$75** **NON-MEMBER: \$100**

A \$50.00 deposit and a signed contract are required to secure a reservation.

GYM PARTY & RENTAL

A party in our gymnasium gives your birthday boy or girl, Scout troop, church or school group a time of fun and activity. A party attendant will meet you and your guests in our lobby and direct them to the party location. Refreshments and presents can be enjoyed in a designated area in the lobby if desired.

GYM PARTY TIMES: After-hours only (holidays not available)

COST **See after hours pricing**

Gym parties can accommodate groups of up to 50.
A \$50.00 deposit and a signed contract are required to secure a reservation.

AFTER-HOURS FACILITY RENTAL

An after-hours rental is ideal if you want the pool or gym all to yourself. A party attendant will meet you and your guests in our lobby and direct you to your party area(s).

AFTER-HOURS TIMES: Saturday, 6-8 p.m. (holidays not available)
Saturday, 6-9 p.m.

COST: **\$200 per hour**

A \$100.00 deposit and a signed contract at least 2 weeks in advance of party date are required to secure a reservation. After hours parties may only be booked with management approval and party attendant confirmed.

ADULT / CHILD RATIO

Groups **must** have a minimum of one adult per five children age 6 and under, and one adult per ten children ages 7-17.



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RESERVATION DETAILS

Deposits and Refunds

The deposit amount must be paid with a signed agreement to reserve any rental. The remaining balance must be paid by the Wednesday before the party date. Rentals are subject to availability, and YMCA programs take priority. If the balance is not paid by the due date, the reservation will be lost, and the deposit is non-refundable.

Deposits may be refunded for events cancelled at least seven days before the party date. All other deposits are non-refundable.

Swim parties may be rescheduled in the event of inclement weather.

Decorations and Refreshments

The party area may be decorated beginning 20 minutes before event time, with the following restrictions:

- No tape may be used on painted walls, countertops, or mirrors.
- No glitter, confetti, candles, open flame, fog machine or loose decorations may be used anywhere in the facility.
- All decorations must be taken down and removed from premises within 15 minutes of the end of the rental time.

Refreshments are not provided by the YMCA, but catering, delivery, and potlucks are welcome. No refrigerator, heating device, or utensils are available for food service purposes, so please plan accordingly. The YMCA does not permit the use of alcohol or tobacco anywhere in the facility or on the property. Clean-up of tables, chairs, and reasonable trash is included in the price of the rental. Excess trash, spills, or abandoned decorations or food may incur a custodial fee. Damage to facility walls, floor, or equipment may result in a damage fee.

Tables and Chairs:

Set-up will be provided by the YMCA as needed for each party in relation to size and need. The YMCA can provide up to 30 chairs and 5 rectangular tables.

Day of Party Check-in & Check-out:

Check in at welcome desk in the main lobby. 20 minutes before your party begins, you may decorate the areas rented. All attendees of the party, including adults, must sign in and be counted on the waiver form provided by the YMCA. All children at the party must have their parent or legal guardian sign the party waiver. The Party Contact is responsible for the cleaning of the party area including removal of decorations, food, refreshments, and any other item brought into the rental area. The Party Contact must attend the party at all times. One adult chaperone (21 or older) must be present for every five children age 6 and under, and for every 10 children/youth ages 7-17.

All party participants must clear the rental area(s) within 15 minutes of the end of the rental time. Additional time will be billed at a rate of \$1.00 per minute.

YMCA VALUES

The YMCA upholds the core values of caring, honesty, respect, and responsibility. All members and guests are asked to reflect these values while at the YMCA. Failure to represent the values may result in being asked to leave the facility. Proper attire is required for all activities. Groups renting the facility must not be in direct competition with the YMCA (i.e. outside teams, fitness centers, personal trainers), and no members of the group may profit from the event.



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PARTY AGREEMENT (required with deposit at booking)

Responsible Party / Organization:

Party Contact: _____ Y Member? Yes No
 Date of Birth: _____ Daytime Phone: _____ Evening Phone: _____
 Address: _____ City: _____ State: ____ Zip: _____
 Email: _____
 Emergency Contact: _____ Phone: _____
 How did you hear about our facility rental? _____

Rental Information:

Event Date: _____ Time: _____
Start End

Area(s): _____

Number Attending:	Children 0-6 _____	7-11 _____
	Youth 12-18 _____	Adults _____

Payment Information:

_____ X _____ = **RENTAL FEE** _____
Rate per hour # of hours

Deposit (Due at Signing) _____

Balance: (Due by _____) _____
the Wednesday before event date

Additional Fees: _____
(overtime, damages, custodial)

AS A PART OF THIS AGREEMENT WE ACKNOWLEDGE:
 I have read and understand the Party and Facility Rental Details, and understand the policies, prices, and restrictions therein. My group will provide at least one adult (21 or older) for each group of five children age 6 and younger, and one adult for every 10 children/youth ages 7-17. Chaperones with the group must stay until all participants have departed from the facility. Chaperones are responsible for the conduct of all members of our group, in the locker room/restroom, as well as party area(s). Chaperones are responsible for any litter in the rental areas, restrooms, or any part of YMCA facilities used by the group. Any conduct detrimental to the purpose of the YMCA, such as profanity, gambling, use of alcoholic beverages, etc. is prohibited. Conduct of this nature is grounds for the YMCA to immediately terminate the agreement with no refund of payments. All members of our group have been provided with, and understand, the rules before entering the YMCA facility and/or property. I acknowledge that YMCA staff are provided for the safety of each participant and our group must respect their authority and follow their instructions. I recognize that I will be held liable for any damage to equipment and/or property beyond normal wear and tear. My group, myself, my heirs, executors, and administrators waive and release any and all rights and claims for any damages we may have against the YMCA of Greater Tulsa and their respective agents for any and all injuries which may occur in the connection with our usage of the YMCA facilities. I do hereby state that I am responsible for this group and I understand that the YMCA does not carry any type of insurance for my group or myself.

Organization / Responsible Party: _____

Party Contact: _____ **Title/Role:** _____

Signature: _____ **Date:** _____