

ATTACHMENT B

BRANCH FACILITY USE POLICY

Introduction

This policy prescribes the rules and regulations under which the Round Rock Family YMCA shall make its facilities and equipment available for use by non-YMCA groups, any questions concerning the interpretation of this policy should be referred to the Executive Director or a designated member of the staff.

Primary Use

The facilities and equipment of the Round Rock Family YMCA are first and foremost for the use of regularly sponsored YMCA programs and activities. When these facilities are not in use by YMCA groups, they may be reserved for use by non-YMCA non-profit groups or individuals.

Non-YMCA Groups

The Round Rock Family YMCA will make its facilities available only to non-YMCA groups that meet the following criteria:

1. Groups whose purpose and objectives are generally compatible with those of the YMCA and who do not seek to exploit the YMCA name or constituency.
2. Groups that are willing and able to take responsibility for their activities and who are willing to abide by the YMCA's rules and regulations.

Supervision

All groups will be required to designate an individual 21 years of age or older who will be responsible for the conduct of the group. In addition, the YMCA reserves the right to assign a member of the staff to attend any function.

Standards of Conduct

Any conduct contrary to the purposes of the YMCA is prohibited. *Smoking is specifically prohibited in all areas of the facility. Consumption of alcoholic beverages and/or illegal drugs is specifically prohibited anywhere on the property. No food or beverage will be allowed in the facility unless specific approval has been granted by the Executive Director or designate.*

Responsibility for Damage

The individual responsible for the group and the group as a whole shall be responsible for all damages to the facilities or equipment caused by the group.

Loss of Personal Property

The YMCA assumes no responsibility for the personal property of individuals or groups utilizing the facilities.

Use of the YMCA Name

Use of the YMCA's facilities does not imply endorsement or sponsorship of any event by the YMCA. Therefore, promotion shall be designed in such a way that no suggestion of endorsement or sponsorship is implied.

Food/Entertainment

Use of a caterer and/or entertainment shall be subject to the approval of the YMCA. Musical entertainment shall cease no later than 1:00 a.m., unless agreed otherwise in writing in advance.

Admission Fees

Admission fees shall not be charged without prior approval by the YMCA.

Decorations

Decorations for an event may be used only upon prior approval by the YMCA. No confetti or glitter will be allowed. Staff will provide guidance during set-up, e.g., locations of pins or tacks, taping, etc. All decorations should be removed at conclusion and placed in trash cans provided.

Reservations

Reservations for facility use shall generally be granted on a single event basis only. Evidence of insurance and/or a security deposit may be required. Reservations will not be accepted more than 90 days in advance.

Shared use

Our Goal is to maximize the use of our facilities and we reserve the right to book more than one group for the same period of time. Every effort will be made to accommodate compatible groups. Exclusive use of facility or activity is not implied on this contract.

Administration

This policy shall be reviewed annually by the Board of Management and revised as necessary. Administration of the policy shall be the responsibility of the Executive Director or designated member of the staff.