

# Welsh Center at Coal Township Rental Agreement

1 N Locust St, Coal Township PA 17866

570.500.1319

*This completed and signed user agreement hereby grants permission to and authorizes the "User" to use the Welsh Center facility as described explicitly in the contract.*

User's Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Organization/Group Affiliation \_\_\_\_\_

Date(s) of Event(s) \_\_\_\_\_ Event Description \_\_\_\_\_

Time of the Event(s) \_\_\_\_\_

Expected number of participants \_\_\_\_\_ Youth (under 18) \_\_\_\_\_ Adults (18+) \_\_\_\_\_

The organizer will need 1 chaperone for each 15 participants who are younger than 18 years old.

Please list equipment you will need \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Facility Needed	Price	Number of Hours Needed	Total Fee
Gymnasium (includes Loft)	\$50/hr		
-Extra half hour	\$25/ half hr		
Loft Only	\$20/hr		
Staff Led Party, up to 15 children	\$150/2 hrs		
-Additional 10 children, 1 staff	\$40/2 hrs		

\*Organizations interested in renting the facility for on-going use, should call 570.500.1319 or email [cmorgan@gsvymca.org](mailto:cmorgan@gsvymca.org)

Total Amount: \_\_\_\_\_

10% Agreement Charge Amount: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Balance Due Upon entering the building for the rental \_\_\_\_\_ Date Balance Paid: \_\_\_\_\_

## Rental Agreement

I understand I will be billed for any damage incurred while my group is renting the facilities listed above.

I agree to pay 10% of the total charges when I sign this agreement and the remaining balance upon entering the building for the rental. I understand that NO refunds will be made unless rental is denied. I further agree with **ALL** regulations stated on all pages of this agreement. I understand I will be billed for any damages incurred while my group rents the facilities listed on the next page. I hereby waive and release all rights and claims for damages I may have against the Welsh Center, or the Greater Susquehanna Valley YMCA of any injuries suffered by anyone associated with this rental before, during, and after the rental listed above. I also agree to indemnify, defend, save, and hold harmless the releasees and each of them from loss, liability, damage, or cost they may incur arising from the user's operations at the Welsh Center, including, but not limited to, use of the Welsh Center equipment or facilities, regardless of whether such harm is caused by the sole or partial fault on the releasees.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Program Director \_\_\_\_\_ Date: \_\_\_\_\_

Personnel Working the Rental \_\_\_\_\_

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The person signing this agreement shall also be responsible for any extraordinary cleaning costs or damage to the building or equipment by the user group. The YMCA assumes no responsibility for property brought into the building.

User's Initials \_\_\_\_\_

### Rental of the Welsh Center

- Staff will unlock/lock the facility.
- It is understood the Welsh Center and YMCA reserve the right to have any staff attend any rental in the Welsh Center.
- Staff will provide cleaning equipment and supplies.
- Garbage must be disposed of. Staff will show the location for trash disposal.
- Please wipe off tables, countertops, and sink, and sweep the floor.
- Food and drink may only be consumed at tables. NO FOOD OR DRINK IN THE GYMNASIUM.
- Leave the facility the way you found it.

User's Initials \_\_\_\_\_

### Rental Rules and Regulations

Supervision- Each group shall be responsible for the conduct of the group with an adult leader 21 years of age or older as the responsible person. Groups of youth under 18, shall require supervision of one adult per 15 youth. It is understood the Welsh Center reserves the right to have any staff attend the rental in the Welsh Center.

**Standards of Conduct**– All attendees are expected to be respectful of others and the facility and abide by the code of conduct. Use of alcoholic beverages, and other drugs are prohibited. Smoking, including vaping, is not permitted in the building or anywhere on Welsh Center property.

**Responsibility for Property**– The Welsh Center assumes no responsibility for property brought into the building.

**Proper Footwear**: Sneakers or running shoes are to be worn on the playing surface. No cleats, high heels, hard soled shoes or work boots are allowed on the playing surface.

**Use of the Welsh Center or YMCA Name**: Use of the facilities does not imply endorsement or sponsorship of the event by the Welsh Center or YMCA. Therefore, publicity shall be designed so that no suggestion of endorsement and/or sponsorship is designated representative of the Welsh Center or YMCA.

**Admission Fees**– Admission fees shall not be charged except with prior approval by the Welsh Center.

### **For Organization Rentals Only**

**Clearances**– Non-YMCA Organizations are required to provide a Child Abuse Clearance and State Criminal History Clearance for every coach/leader of groups of children. The clearances are free for volunteer positions and can be obtained by visiting these websites.

- [www.compass.state.pa.us/cwis/public/home](http://www.compass.state.pa.us/cwis/public/home) –Create an individual account
- <https://epatch.pa.gov/home>

As a representative of this organization, I hereby attest that our organization has said clearances on file for every coach/leader.

Signature \_\_\_\_\_

**Insurance**– Non-YMCA Organizations are required to provide a **Certificate of Insurance** naming the Welsh Center and the YMCA as additional insured for the date and time of the rental. Required coverage is to be as per **Insurance Requirements** document which will be provided when needed.

**Failure to comply with the stated rules of this agreement could result in cancellation of the rental.**

User's Initials \_\_\_\_\_

### **Staff Led Party Details (Additional fees – only if a staff member is available to lead)**

- Includes one staff member to coordinate activities for children for one hour of the party. One hour will be led by adults who are renting the space, ie. Time for food and presents.
- Standard party includes up to 15 children, including siblings who plan to participate in activities (other family members and friends, including guests' families, attend for free)
- All activities are designed to be fun and age-appropriate with the birthday child's interest on the top of our minds.
- Food and drinks may be served in the Loft only. No food, drink or party supplies are provided.
- A staff member will coordinate with adult renting the facility to determine activities of choice.
- Activities available: Basketball, soccer, pickleball, obstacle course, parachute games, and more.
- Games can range from competitive games to easy and fun skill instructions. It all depends on what the birthday child wants!

# Greater Susquehanna Valley YMCA

## Code of Conduct for Third Party Users of YMCA Facilities



Interacting with Consumers includes but is not limited to members, program participants, guests, staff, volunteers, children, youth, and adults.

The Greater Susquehanna Valley YMCA is committed to creating an environment for consumers that is safe, nurturing, empowering, and that promotes growth and success.

### Facility users will:

- Portray caring, honesty, respect, and responsibility in a manner consistent with the mission of the GSV YMCA.
- Treat consumers with respect at all times and treat them fairly regardless of race, sex, sexual orientation, age, gender, or religious preference.
- Abide by the standards of conduct included in this document.
- Exhibit the highest ethical best practices and personal integrity.
- Accept their personal responsibility to protect consumers, minors, or adults from all forms of abuse.
- Fully cooperate with authorities if allegations of abuse are made that require an investigation.
- Share concerns about suspicious or inappropriate behavior with the YMCA staff member on duty.
- Report any suspected abuse or neglect of a consumer to Childline by calling 1.800.932.0313 or report online at <https://www.dhs.pa.gov/KeepKidsSafe/Pages/Report-Abuse.aspx>

### Facility users will NOT:

- Participate in smoking, vaping, chewing tobacco on YMCA property.
- Use, possess or be under the influence of alcohol or illegal drugs while on YMCA property
- Possess sexually oriented materials, including printed or online pornography, on YMCA property.
- Possess any type of weapon or explosive device on YMCA property.
- Date or become romantically involved with consumers under the age of 18.
- Use profanity, share inappropriate jokes, or share one's personal life in the presence of consumers.
- Abuse consumers or engage in bullying (intentional behavior repeated over time and involving an imbalance of power) in anyway including (but not limited to) the following:
  - a) Physical abuse/bullying: hitting, spanking, shaking, slapping, or using unnecessary restraints.
  - b) Verbal abuse/bullying: degrading, threatening, cursing, or calling hurtful names.
  - c) Sexual abuse/bullying: touching inappropriately, exposing oneself, having sexually oriented conversations involving sexualized language or innuendos.
  - d) Mental abuse/nonverbal or relational bullying: shaming, humiliating, being cruel, withholding love, manipulating a relationship, excluding from social situations, gossiping, or intimidating using gestures.
  - e) Neglect: withholding food, water, or shelter.

- f) Cyberbullying: acting aggressively using any technological tool, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs). to send mean, vulgar, or threatening messages or images, post sensitive, private information about another person; or intentionally excluding someone.

Abuse of any kind will not be tolerated, and confirmed abuse will result in immediate dismissal from this organization. The organization will fully cooperate with authorities if allegations of abuse are made that require an investigation.

**When interacting with a minor, users will:**

- Have age-appropriate expectations and set up guidelines and environments that minimize the need for discipline.
- Manage behaviors using positive techniques such as guidance, redirection, positive reinforcement, and encouragement.

**When interacting with a minor, employees and volunteers will NOT:**

- Leave a child unsupervised.
- Be alone with a single child where they cannot be observed by others. As staff supervise children, they should space themselves in a way that other staff can see.
- Have secrets with children.
- Release children to anyone other than the authorized parent, guardian or other adult authorized by the parent.

**Acknowledgement**

I attest that I have reviewed the Greater Susquehanna Valley YMCA's Code of Conduct that describes and explains the organizational policies for the protection of minors and all consumers. I voluntarily agree to abide by these policies and understand that any violation of this code of conduct may result in loss of facility usage privileges.

Facility User Printed Name

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Facility User Signature

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Date

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