



Greater Susquehanna Valley YMCA

Lewisburg Branch – 120 Hardwood Drive

Lewisburg, PA 17837

BIRTHDAY PARTY RENTAL CONTRACT

Parent's Name _____ Today's Date _____
Address _____ City _____ State _____ Zip Code _____
Email _____ Phone _____
Birthday Child's Name _____ Celebration Age _____
Party Theme (if relevant) _____
Potential Date of Request _____ Party Time _____
Expected Number of Guests _____ Youth (under 18) _____ Adults (18+) _____

Our party package includes up to 20 children (siblings included, not birthday child; see add-on options for additional children). You may bring cake and drinks for the "in-room" portion of the party (see add-on options for food services)

PAYMENT

I agree to pay a required \$100 non-refundable deposit to secure my birthday party rental. The balance for the birthday party rental is due 24 hours prior to the scheduled party. Payments can be made online via your Daxko account, by phone, a scheduled payment for automatic withdrawal, or in-house with front desk staff.

CANCELLATION AND FACILITY USE POLICY

- The Lewisburg YMCA requires a 7-day cancellation notice prior to your scheduled birthday party rental.
- All party bookings made within 72 hours of the scheduled date must be paid in full. Rental spaces may be limited.
- All children must be monitored at all times and supervision of them in the contracted spaces is mandatory to maintain safety.
- No outside food is permitted aside from drinks and cake unless selected in the party package as an additional add-on service.
- No smoking, alcoholic beverages, or use of any illegal substances on the grounds permitted.
- Profanity, fighting, and dangerous activities will not be tolerated.
- No provocative clothing or clothing with offensive pictures, words, or sayings.
- No defacing of physical property including but not limited to tape, staples, and nails on any surfaces (décor must be approved).
- No firearms, explosives, fireworks or similar items will be permitted.
- All rentals receive 30 minutes prior to their contracted reservation for set up. In order for the Coaches to prepare for the next reservation, you are expected to exit all contracted spaces within 15 minutes after your contracted time has ended.

I understand by signing this contract, I am agreeing to the cancellation and facility use policy and I also agree to the terms and conditions discussed and reviewed with the Youth Programming Staff and written within this contract regarding the service terms and all fees associated.

Applicant's Signature _____ Date _____

Approved by _____ Date _____



Birthday Party Packages

Please indicate which of the following options you would like to reserve for your birthday party rental.

- ☐ (\$250) Family Member ☐ (\$260) Youth Member ☐ (\$270) *Non-Member

* Non-Members will need to have an account in our system for birthday party scheduling. If you have never registered through the Greater Susquehanna Valley YMCA before, please visit our [website](#) and in the upper right corner click 'My Account' and choose the 'Sign Up' option on the next page. *

Rental Space Selections

- | | | | | |
|---|---------------------------------------|---|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> D&E Party Room | <input type="checkbox"/> C Party Room | <input type="checkbox"/> A&B Party Room | <input type="checkbox"/> Kidspace | <input type="checkbox"/> Cafe |
| <input type="checkbox"/> Turf Field | <input type="checkbox"/> Court #4 | <input type="checkbox"/> Court #3 | <input type="checkbox"/> Court #2 | <input type="checkbox"/> Court #1 |

Standard Package Pricing

Our standard party includes 1.0 hour on the turf field/hardcourt and 1.0 hour in the party space; extended turf/court time can be reserved for an additional fee pending availability.

	Package 1	Blue Block Mania	Ages 2-12
	Package 2	Scooter Insanity	Ages 2+
	Package 3	Sports	Ages 5+
	Package 4	Combination Party	\$50 additional fee for two activities, ie. scooters and blocks
	Outside food fee	\$75 cleaning service fee for any outside food aside from cake and drinks	

Full Service & Add-On Options

Let us help you take the stress out of party planning by taking care of all the details! For a full-service experience, please schedule a time to tour our facility and discuss your party with our party coaches!

	Extra Party Time (pending availability)	\$50/hour
	Additional Court/Turf	\$50/hour
	Party Coach to facilitate games/activities	\$50/hour
	Additional Child	\$10/child

Reserve Your Party!

We look forward to hosting your party! Please contact Carolyn Reitz at creitz@gsnymca.org for more information or to reserve your party now! (Please note that this contract will need to be filled out prior to reserving your party)

Internal Use Only:

Party Notes Summary:

Date of Confirmation: ____/____/____

\$100 deposit scheduled/paid: ____/____/____

- ☐ Reserved in RecDesk ☐ Birthday Rental Invoice Sent ☐ Party Coach Scheduled

Total Service Balance: _____

Remaining Party Balance: _____

Balance Due Date: ____/____/____

Assigned Party Coach: _____

Facilitated: YES/NO

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

Facility User Signature

Date
