



USE OF WAIIMEA YMCA PARK FACILITIES

USE OF YMCA FACILITIES POLICY

Introduction

This policy prescribes the rules and regulations under which the YMCA shall make its facilities and equipment available for use by non-YMCA groups. Any questions concerning the interpretation of this policy will be referred to the President/CEO or a designated member of the staff.

Primary Use

The facilities and equipment of the YMCA are first and foremost for the use of YMCA members and regularly scheduled YMCA programs and activities. When these facilities are not in use by YMCA members and/or groups, they may be reserved for non-YMCA groups.

NO OVERNIGHT CAMPING WITHOUT APPROVAL BY THE YMCA.

Non-YMCA Groups

The YMCA will make its facilities and/or property available only to non-YMCA groups that meet the following criteria:

- 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.
- 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.

Priorities for Use

Priorities for the use of facilities, property and/or equipment by non-YMCA groups will be given to Families, Community Service, Religious, Social,

Educational, Civic, and Cultural Groups.

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. This designated group leader must contact YMCA staff prior to the anticipated use to review this agreement, rules and regulations and be oriented regarding each facility and/or equipment to be used. The YMCA will require a minimum ratio of adult supervisors for every group of 15 children.

This ratio may be achieved by the use of additional qualified volunteers of the group and/or YMCA staff. The YMCA reserves the right to assign the appropriate number of staff necessary to attend any function. The adults provided by the group are responsible for supervising all with the group children during the event at all times including when they are in the rest rooms, and throughout the rest of the facility.

Standards of Conduct

Any conduct contrary to the purpose 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 or in the facilities. The YMCA reserves the right to dismiss any individual and/or group that does not maintain the rules of conduct.

Certificate of Insurance

All groups will be required to provide a Certificate of Insurance naming the YMCA, Parker Ranch Foundation Trust, Parker Land Trust and Richard Smart Revocable Personal Trust as an "additional insured". Vendors of groups using facilities and/or property shall also provide a Certificate of Insurance. Coverage extended to the YMCA shall not be less than \$1,000,000 and shall be provided prior to the event. A certificate of insurance may not be available for family rentals, but each child in attendance shall have waiver a signed by his/her parent or guardian prior to the event. Adults can sign a waiver at the facility.

Responsibility for Damage

The individual responsible for the group and the group as a whole shall be responsible for all damages to the facilities, property, and/or equipment caused

by the group. A security deposit may be required. The group will be notified within 36 hours of the damage and payment required.

Loss of Personal Property

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

Use of 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.

Admission Fees

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

Food/Entertainment

Use of a caterer and/or entertainment shall be subject to the approval of the YMCA and the group will be responsible for any and all liability arising out their services, products, or presence at the YMCA facility.

Decorations

Decorations for any event may be used only upon prior approval by the YMCA. Removal of decorations shall be the responsibility approved group.

Parking

Please park in designated parking areas.

Administration

Administration of this policy/agreement shall be the responsibility of the Executive Director or a designated member of the staff. An officer of the YMCA shall approve exceptions to the policy. Each group shall have completed a Facility Use Agreement prior to the event(s).

**THE ISLAND OF HAWAII YMCA
WAIMEA YMCA MINUKE OLE PARK RESERVATION APPLICATION**

Please complete ALL information and sign RESERVATION APPLICATION. EMAIL, FAX OR MAIL at least 30 days prior to date of event. Incomplete application will delay approval.

Name of Group_____

Is this group a non-for-profit 501(c)(3)? _____ Yes _____ No

Designated Person Full Name_____

Address_____ Cell_____

Facility Request _____ Rotary Pavilion _____ Playground Field

Event _____ Day _____ Date _____ Time _____ to _____

Is Event open to the public? _____ Yes _____ No Expected Attendance _____

Is Security Needed? _____ Yes _____ No If yes, you are required to secure your own.

Signature of Authorized Representative

Signature of YMCA Representative

Date

Date

EMAIL OR MAIL APPLICATION TO: The Island of Hawaii YMCA

Email: wendy.botelho@islandofhawaiiymca.org

Phone: 808.935.3721

300 W. Lanikaula Street
Hilo, Hawaii 96720

YMCA OFFICE USE:

Date Rec'd. Application _____

Application _____ Approved _____ Denied Reason _____

Certificate of Insurance Rec'd. Date _____

Designated Person Contacted Date _____

Staff Reviewed by _____