



PLANO FAMILY YMCA BUILDING USE POLICY

Thank you for choosing the Plano Family YMCA for your event. This policy provides a clear overview of how you may use our spaces and what you can expect from us.

Reservation requests must be submitted at least 14 calendar days before the event. Requests submitted fewer than 14 days before the event may be denied at the YMCA's discretion. All approvals and/or questions should be directed to the Membership Director, who is responsible for reviewing and approving building-use requests and addressing questions regarding this policy.

Eligibility

The Plano Family YMCA welcomes events that align with our mission and values and are not a conflict of interest competing with our offered programming. We do not host:

- Religious or worship services/events.
- Outside organized sports practices, including team practices, drills, or recurring training sessions.
- High-mess events, including events involving glitter, confetti, paint, sand, excessive food preparation, or other activities that may create unusual cleanup requirements.
- Events tied to partisan political activity or that conflict with YMCA values or interests.
- Events scheduled on holidays observed by the Plano Family YMCA.
- Events that extend beyond the facility's published operating hours.



Spaces

- Studio 1: \$75
- Studio 2 (AV capabilities): \$100
- Studio 3: \$75
- Gymnasium: \$200
- Office: \$25

Rental fees are charged by the hour. The reserved rental period must include all setup and teardown time. Prorating is done in half hour increments.

The above are available by reservation. Requested spaces are subject to availability. The YMCA may assign an alternative space of comparable suitability based on capacity, event type, and operational needs.

Additional fees may apply for late departure or for YMCA staff requested by the renter, including instructors. Any applicable additional fees will be communicated to the renter before the event whenever reasonably possible.

Responsibilities of the Event Host

- **Responsible Party:** Each event must designate one on-site contact person who is responsible for coordinating with YMCA staff and helping ensure that the event and its attendees comply with this policy.
- **Capacity:** All events must follow occupancy limits.
- **Attendees:** Guests must remain respectful and stay within designated rental areas.
- **Clean-Up:** Users must remove decorations and personal property, dispose of trash, return furniture and equipment to its original location, wipe food and beverage areas, and leave the rental space in the condition in which it was found. All cleanup must be completed before the end of the reserved rental period.
- **Deliveries & Vendor coordination:** Users are responsible for receiving their own deliveries and coordinating with their vendors on the day of the event. All outside vendors must be approved by the Plano Family YMCA in advance. The event host is responsible for ensuring that its vendors comply with this policy.
- **Pre-Event Walkthroughs:** Pre-event building tours and walkthroughs are encouraged but limited to two visits, with each visit not to exceed 30 minutes.



Food & Beverages

- Outside food and non-alcoholic beverages, including catered food, are permitted only in Studios 1, 2, and 3, and the Office.
- Alcohol is not permitted on the premises.
- Users are fully responsible for set-up, serving, utensils, and clean-up.

Event Guidelines

- **Decorations:** Decorations are limited to tabletop or freestanding items. Decorations may not be attached to walls, ceilings, doors, windows, floors, or fixtures except with painter's tape in locations approved by YMCA staff.
- **Equipment:** Plano Family YMCA equipment must stay on-site; additional equipment must be pre-approved.
- **Music/Media:** Music, videos, presentations, and other amplified media must be appropriate for a family-oriented YMCA environment. The YMCA may restrict content or volume that is disruptive or inconsistent with YMCA values.
- **Signage:** Promotional/directional signs visible in public spaces or from the road require prior approval.
- **Restrictions:** No smoking, alcohol, or controlled substances. No skateboards, scooters, or pets (service animals allowed).
- **The Rental Period** begins and ends at the times stated on the reservation. Late arrival does not extend the rental period, and renters are responsible for all fees associated with the reserved rental period.
- **Cancellation:**
 - If the reservation is canceled 15 or more calendar days before the event date, a full (100%) refund will be issued.
 - If the reservation is canceled 14 or fewer calendar days before the event date, 50% of the rental fee will be refunded. The remaining 50% will be retained to cover administrative and preparation costs already incurred for the event.
 - If the Plano Family YMCA cancels a reservation for reasons unrelated to the renter's violation of this policy, a full (100%) refund of the rental fee will be issued.



Safety & Security

- **Emergencies:** Dial 911 first, then notify the Plano Family YMCA staff.
- **Fire safety:** No open flames, grills, or pyrotechnics.
- **Soliciting:** Event hosts, attendees, vendors, and exhibitors may not solicit YMCA members or distribute promotional materials, business advertisements, fundraising requests, or other commercial or charitable solicitations outside the designated rental area.
- **Insurance:** The YMCA may require the event host or its vendors to provide proof of insurance or other documentation as a condition of facility use. Any such requirements will be communicated before the reservation is approved.
- Doors may not be propped open except when directed or authorized by YMCA staff or when necessary during an emergency.
- **Damages:** The renter is responsible for damage to YMCA property caused by the renter, event attendees, or the renter's vendors, except for ordinary wear and tear. The YMCA may charge the renter for reasonable repair or replacement costs resulting from such damage. The YMCA is not responsible for lost or stolen items.
- The event host remains responsible for appropriate supervision of attendees, particularly minors, and must comply with applicable YMCA supervision requirements

Non-Compliance

Failure to follow these policies may result in cancellation of the event and/or loss of future facility use privileges.

Acknowledgment

I have read and agree to abide by the Plano Family YMCA Building Use Policy.

User (Printed Name): _____

Signature: _____

Date: _____