

### YWCA Building Policies & Procedures

1. Payment is accepted in the form of cash, check, money order or credit card (Mastercard or VISA). Checks must be made payable to the YWCA.
2. Valid credit card information must be given to the YWCA in order to rent the facility.  
MasterCard / VISA      Account Numbers \_\_\_\_\_ Exp Date \_\_\_\_\_
3. If the rental fee and/or additional charges are not paid within two (2) weeks after the event, the YWCA will be charging all expenses to the Client's credit card. I authorize the YWCA to charge my credit card with any outstanding balance in which I am responsible for paying.
4. The Client will be held responsible for any additional cleaning, maintenance and/or other repairs needed to the YWCA after the rental. The individual has the option of paying the additional amount due or having the expense charged to the credit card. Non-payment after two (2) weeks will result in a charge to the Client's credit card.
5. Clients are expected to leave the YWCA facility in the same manner in which it was found.
6. Clients must include time for set-up and clean-up in their rental agreement. There is a maximum of 90 minutes in which set-up may be done on the day before the rental (provided the room is not being used), during regular YWCA business hours. Any time over 90 minutes and the Client will be charged \$7.50 per hour.
7. The YWCA facility is reserved to the Client for only the time agreed to on the signed rental contract. Refunds will NOT be given for unused time. Please be sure to plan your event in the allotted time.
8. There is a penalty of \$10 plus the hourly reception fee of \$7.50 for every half hour the Client runs over their scheduled time. This additional fee must be paid prior to leaving the facility. If the additional fee is not paid on the day of the rental, the Client will be invoiced and will have two (2) weeks to pay before the fee is charged to the Client's credit card.
9. The YWCA does NOT endorse and/or support any private rental program or event. In order to protect the mission statement of the YWCA of Westmoreland County, all information distributed (fliers, mailings, signs, posters, etc) that mentions the YWCA must include the following disclaimer: "This Program is NOT Sponsored or Endorsed by the YWCA of Westmoreland County". A copy of all materials to be distributed must be approved by the YWCA office prior to distribution. The YWCA reserves the right to refuse rental to organizations/individuals if their program is in conflict with the YWCA Mission.
10. No Smoking and/or Burning Candles! The YWCA is a smoke-free facility.
11. The YWCA Mansion is NOT handicap accessible, whereas the YWCA Founders Room is. The YWCA is NOT responsible for any interior or exterior barriers to the building. The Client is responsible for the accommodations of their guests.
12. All deliveries –loading and unloading- are the responsibility of the Client.
13. Any items brought into the YWCA are to be removed immediately following the event. The YWCA is NOT responsible for damaged, lost and/or stolen items.
14. Two (2) copies of this contract will be completed and signed by the Client and a YWCA Representative. The Client must return one (1) signed copy to the YWCA and may keep the other copy for his/her files.
15. One-Time Events: a 50% deposit is required with the signing of the rental contract. The balance is due no later than the day of the event. If the remaining balance is not paid within two (2) weeks, the YWCA will charge the total amount due, plus any additional fees, to the Client's credit card.
16. Long-Term Contracts: (weekly, monthly, etc) the Client will sign a contract, which guarantees their rate for the duration of the contract and may pay the balance in full or make payment arrangements. The Client must provide five (5) days notice of cancellation prior to the regularly scheduled meeting date. If no cancellation notice is given, the Client will be liable for payment as stated in the contract.
17. Fees for additional usage and/or services made after the signing of the contract will be added and paid for no later than the function date.
18. Rates are subject to change, as reviewed by the YWCA Finance Committee. Long-term contracts will be honored for the duration, however, upon renewal rates may increase.
19. Any termination or change on any long-term contracts will require a 90 written notice by either the Client or the YWCA.
20. There is limited parking at the YWCA facility. The YWCA is not responsible for any damages to vehicles parked in our lot. Unauthorized vehicles left in the parking lot will be towed at the owner's expense.
21. Please Note: The ENTRANCE is from North Main Street ONLY. The EXIT is at the rear of the parking lot to O'Hara Street and Pennsylvania Avenue ONLY.
22. O'Hara Street is permit parking only; the YWCA is NOT responsible for any parking tickets issued to individuals parking on the street.
23. Renters are NOT permitted to move furniture and/pictures without permission from YWCA Staff
24. Adult supervision must be provided for all minors at a ratio of 1 adult to every 15 minors.