



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

LET THE YMCA HELP YOU CELEBRATE



GUS & FLORA KERASOTES YMCA
4550 W. Iles Ave.
Springfield, IL 62711
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www.springfieldymca.org



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KERASOTES YMCA

BIRTHDAY PARTY INFORMATION

POOL/GYM BIRTHDAY PARTIES

Birthday parties are available to both Springfield YMCA Association members and prospective members. Prices listed below reflect use of the multi-purpose room and the recreation pool *or* gym with a maximum of 15 guests. Adults (18 years or older) who will be serving as chaperones at the event, are not included as guests. The multi-purpose room is reserved especially for your group, but the pool and gym are open to YMCA members at all times. Food and drink are allowed in the multi-purpose room only. The YMCA will designate a birthday party attendant to guide your group to each location and to ensure an exciting experience. ***Groups will be allowed to decorate the multi-purpose room 15 minutes prior to the event and must have the room cleaned and empty 15 minutes after the event.***

THEMED BIRTHDAY PARTIES

Themed birthday parties are for children ages 2-7 years of age. The first hour of your party will be led by our staff and will include theme and age appropriate activities that will take place in our Child Watch area. The YMCA outdoor playground can be utilized if time and weather permits. Theme parties include the following: dinosaur, pirate, train, princess ballerina & pop star.

YMCA MEMBERS	\$125
PROSPECTIVE MEMBERS	\$200

All birthday party prices reflect a maximum of 15 guests (maximum number of guests does not include adult chaperones).

The **KERASOTES YMCA** requires that children and youth are divided into small groups and adult supervision ratios are maintained throughout the event. ***The following ratios must be maintained in the multi-purpose room & gymnasium.*** Mandatory adult/child ratios are listed below:

- One adult (21 years +) per 6 children 2-5 years of age.
- One adult (21 years +) per 10 children 5-9 years of age.
- One adult (21 years +) per 15 children 10-15 years of age.

PLEASE NOTE: For all pool events, children under the age of 8 years must be accompanied by a responsible adult (21 years or older) within arms reach at all times.

BIRTHDAY PARTY SCHEDULE

The **KERASOTES YMCA** is a member and mission driven organization and therefore must respect our members facility usage first and foremost. The **KERASOTES YMCA** will never close any part of the building that is open to our members during normal hours of operation. Listed below are the days and times the **KERASOTES YMCA** is available for birthday party scheduling:

DAY	TIME
Saturday	5:00—7:00 p.m.
Sunday	10:00 a.m.—12:00 p.m.

All birthday parties receive one hour in the multi-purpose room and one hour in the recreation pool *or* gym. For safety of all event participants, all persons attending the event must remain together in one area. For example, if the event is scheduled to take place in the recreation pool, all event attendees must be within the pool area. This policy is to ensure a safe and organized party/event.



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FACILITY RULES & REGULATIONS

PRIMARY USE

YMCA facilities and equipment are first and foremost for use of YMCA members and regularly scheduled YMCA programs and activities. Outside groups must always respect YMCA members & program participants.

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 who are willing and able to take responsibility for their activities and who are willing to abide by the YMCA rules and regulations.
- Groups who do not represent a college fraternity or sorority.

THE YMCA WELCOMES...

Religious, social, educational, civic, cultural and community service groups. All forms, fees & other requested information must be paid up front to secure the facility rental. Dates are tentative until the YMCA has received all of these items.

SUPERVISION

All groups will be required to designate an individual, 21 years of age or older, who will be responsible for communicating all rules and regulations to his/her group. The group leader is also responsible for ensuring all supervision ratios are maintained at all times during the event.

These ratios 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. If the swimming pool is used, a lifeguard employed by the YMCA, will be on duty. He/she will conduct and orientation of the aquatic area before the use of aquatic facilities and equipment. The group leader will be responsible for any cost incurred by the YMCA for staffing above and beyond those included in the basic facility use agreement.

STANDARDS OF CONDUCT

Any conduct contrary to the purpose of the YMCA is prohibited. Smoking and the consumption of alcoholic beverages and/or illegal drugs are specifically prohibited anywhere on the property or in the facilities. The YMCA reserves the right to dismiss any individual and/or group without a refund that does not maintain the rules of conduct.

CERTIFICATE OF INSURANCE

All organized groups will be required to provide a certificate of insurance naming the YMCA as an "additional insured." Coverage extended to the YMCA shall not be less than \$1,000,000 and shall be provided prior to the event.

RESPONSIBILITY FOR DAMAGE

The individual responsible for the group and the group as a whole shall be responsible for damages to the facility, property and/or equipment caused by the group. A security deposit may be required. The group will be notified within 48 hours of the damage and payment will be 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 THE 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 suggestions of endorsement or sponsorship by the YMCA are implied.

UNAVAILABLE AREAS

Due to safety/liability issues, areas of the building not available for use include: Health & Wellness center, child watch room, group exercise studio, welcome center and administrative offices. Other areas may be available for use as outlined in the completed event agreement.

GENERAL FACILITY RULES & REGULATIONS

- Shirt, shoes and proper attire are required in all areas of the building except locker rooms and pool deck.
- A change of shoes is required when using the gym on wet or snowy days (must be non-marking).
- All food is limited to the lobby or multi-purpose room.
- All children and youth must have direct adult supervision at all times.
- All equipment and supplies are limited to their appropriate areas.
- Gym bags and other personal belongings must be kept in locker rooms. Please do not bring valuables to the YMCA
- Profanity and unsportsmanlike behavior will not be tolerated.
- No dunking or hanging on basketball hoops.

POOL RULES & REGULATIONS

- Everyone must shower before entering the pool area.
- Direct supervision is required for all children and youth. All children under the age of 8 must be accompanied by an adult at all times in the water within arm's reach.
- All swimmers must pass a swim test before using the deep end of the recreation pool & any portion of the competition pool.
- Long hair must be tied back or in a cap. Swimmers must remove hairpins, earrings and other jewelry before entering the pool.
- Infants and toddlers must wear swim diapers. These are available for purchase at the YMCA Welcome Center. Disposable/cloth diapers are not allowed.
- Anyone with skin lesions, open sores, inflamed eyes or mouth, nose or ear discharge or anyone who is known or suspected of having a communicable disease are prohibited from using the pool.
- No food, candy or drink will be allowed on the pool deck.
- Flotation items are limited to noodles, float belts and personal lifejackets unless otherwise specified.
- All swimmers must give full attention to lifeguard if whistle is blown.
- Only float belts will be issued to children who cannot swim. No other YMCA pool equipment will be issued.



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SPRINGFIELD YMCA ASSOCIATION

4550 W ILES AVE SPRINGFIELD, IL 62711
PHONE: (217) 679-1625 FAX: (217) 679-0920

Parent/Guardian Name _____ Email Address _____
 Birthday Boy/Girl Name _____ Parent/Guardian Phone _____
 Address _____ City _____ State _____ Zip Code _____
 Birthday Boy/Girl t-shirt size _____

GROUP INFORMATION

NUMBER ATTENDING: Adult Men _____ Adult Women _____ Boys _____ Girls _____

PLEASE PROVIDE THE NAME AND AGES OF ALL CHILDREN WHO PLAN TO ATTEND THIS EVENT:
(Maximum: 15 Children)

NAME First & Last	AGE	NAME First & Last	AGE	NAME First & Last	AGE
1.		6.		11.	
2.		7.		12.	
3.		8.		13.	
4.		9.		14.	
5.		10.		15.	

FACILITY USE DETAILS

Event applications must be completed at least **2 WEEKS PRIOR** to the event. Please remember that event dates are not secured unless the event contract, waiver of liability and payment have been submitted together. Please fill out the following information as specifically as possible. Birthday events are only scheduled on Saturdays from 5:00-7:00 p.m. & Sundays from 10:00 a.m.-12:00 p.m.

Date Requested _____ Party Type Requesting: **GYM / POOL / THEMED**
 Theme Requested: Dinosaur / Pirate / Train / Princess / Ballerina / Pop Star

Theme parties are for children 2-7 years of age.

PLEASE INDICATE THE AMOUNT OF TABLES AND CHAIRS REQUESTING:

Tables _____ Chairs _____

- Submit this form to **DOUG MILLER** for approval. All birthday parties/rentals must be approved prior to scheduling and payment of fees.
- After request has been approved or denied, parent/guardian will be contacted.
- Payment must be received within 3 business days after approval has been granted.

I HAVE READ THE POLICIES AND PROCEDURES AND AGREE TO THE STANDARDS SET FORTH BY THE KERASOTES YMCA.

PARENT/GUARDIAN SIGNATURE _____

DIRECTOR OF AQUATICS APPROVAL SIGNATURE _____

YMCA STAFF ONLY

Contract Filled out Completely _____ Waiver of Liability Signed _____

Amount Due _____ **Amount Paid** _____ **Staff Initials** _____



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PICTURE RELEASE FORM

I hereby authorize the Springfield YMCA to utilize videotape or photographic materials of myself and/or my dependent children for the purpose of promotion and marketing of the Springfield YMCA's programs and services.

Signature: _____

Date: _____

Print Name: _____

PLEASE PRINT CHILD(REN)'S NAME(S)
