

# **YMCA Camp Sargent Rental Agreement**

Updated February 2007

## **Introduction**

This policy describes the rules and regulations under which the YMCA of Greater Nashua will make its facilities and equipment available for use by other groups. Any questions concerning the interpretation of this policy should be referred to the YMCA's chief executive officer or the YMCA's executive director in charge of the facility the group would like to have made available to it.

## **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 the YMCA groups, they may be reserved for non-YMCA groups at the discretion of the YMCA.

## **Non-YMCA Groups**

The YMCA will make Camp Sargent available to groups that meet the following criteria:

1. Groups whose purpose and objectives are generally compatible with those of the YMCA
2. Groups who 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 use of Camp Sargent will be given to community service, religious, social, educational, civic, and cultural groups.

## **Supervision**

All groups will be required to designate an individual 21-years-old or older who will be responsible for the conduct of the group. In addition, the YMCA reserves the right to assign the appropriate number of staff members necessary to attend any function by your group. Because YMCA Camp Sargent is located on a waterfront, a certified YMCA lifeguard, employed by the YMCA, will be on duty. He or she will conduct an orientation of the aquatic area before the group uses it.

### **Standards of Conduct**

Any conduct contrary to the purposes of the YMCA is prohibited. The YMCA reserves the right to determine whether or not an individual's conduct is contrary to the purposes of the Young Men's Christian Association on a case-by-case basis. Smoking, alcoholic beverages and drugs are strictly prohibited and not allowed anywhere on Camp Sargent property. Police will be notified immediately.

### **Certificate of Insurance**

All groups will be required to provide a certificate of insurance naming the YMCA as additional insured. Vendors of groups using facilities or property shall also provide a certificate of insurance. Minimum insurance shall be in the amount of \$1,000,000 general liability coverage for each occurrence.

### **Responsibility for Damages**

The organization named on the certificate of insurance and/or the individual responsible for the group and/or the group as a whole shall be responsible for any damage to the facilities, property, or equipment.

### **Loss of Personal Property**

The YMCA assumes no responsibility for the personal property of individuals or groups using the Camp Sargent property.

### **Use of YMCA Name**

Use of the YMCA's facilities does not imply endorsement of any event by the YMCA. Therefore, promotions should not suggest any YMCA endorsement or sponsorship.

### **Admission Fees**

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

### **Food and Entertainment**

Use of a caterer or entertainment shall be subject to the approval of the YMCA. Musical entertainment shall cease no later than 6:00 p.m., unless agreed upon by the YMCA, with advance written permission, before the event begins. **No alcohol or alcoholic beverages are permitted on Camp Sargent property at any time.**

### **Variations to Agreement**

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\_\_\_\_\_  
*Print Name of Group/Organization*

\_\_\_\_\_  
*Print Group Leader's Name*

\_\_\_\_\_  
*Group Leader's Signature*

\_\_\_\_\_  
*Today's Date*

\_\_\_\_\_  
*YMCA Director's Signature*

\_\_\_\_\_  
*Today's Date*

### **Rental Group's Responsibilities**

- **Chaperones** – Minimum of one adult per 20 youths, with an equal male/female ratio.
- **Supervision** – Each area of the camp that is in use by the group must be supervised by a chaperone over 21 years of age.
- **Standards of Conduct** – Any conduct detrimental to the purposes of the YMCA is prohibited (i.e., alcohol, smoking, chewing tobacco, profanity, or use of illegal substances). Such events will warrant the immediate termination of this Rental Agreement and ALL group members will be immediately escorted off the property, police will be contacted (if necessary). In the event of this occurrence NO refunds will be given.
- **Liability** – An insurance waiver from the group is required and must specify the date of the event, that the YMCA is the location of the event, and that there is a minimum of \$1,000,000 general liability coverage for each occurrence naming the YMCA as an additional insured.
- **Waterfront** – The YMCA lifeguard(s) on duty have the authority to limit the number of swimmers and/or boaters at any time for safety reasons. The lifeguards will also withhold the privilege of using boats and swimming areas from any rental group participant whose behavior affects his/her safety or the safety of others. Children 16-years-old or under must be with an adult over 21-years-old when using the waterfront.

- The rental group shall be solely responsible for the actions and conduct of all persons sponsored by the group while on Camp Sargent property during the event.
- The rental group agrees to leave the Camp Sargent property in the same condition as when first occupied. Disposal of garbage bags into the dumpster (behind main lodge) is the group's responsibility.
- The rental group shall provide its own medical first aid.
- The rental group agrees to be responsible for any and all injuries and damage occurring to or done by persons in its group during use of the YMCA Camp Sargent facility.
- The rental group assumes all risks in the use of the Camp Sargent property.
- The YMCA assumes no responsibility for property brought into the camp. The group leader will personally handle the securing of valuables as he/she determines necessary.
- There will be a YMCA supervisor on duty during your rental whom you can contact through the YMCA front desk at (603) 881-7778. That supervisor is responsible for being available for emergencies and the enforcement of this agreement.
- Any variations must be in writing and agreed upon between the group leader and the Camp Sargent director.
- All deposits and balances are final.

## **YMCA Camp Sargent Rental Agreement**

Group Name: \_\_\_\_\_

Number of People Attending: \_\_\_\_\_

Group Leader: \_\_\_\_\_

Group Leader's Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Mailing Info..... Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_

Date(s) of Rental: First Choice: \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

(No earlier than 12:00 p.m.)

(No later than 6:00 p.m.)

Rental Fee*	Number of People	Non-Refundable Deposit	Non-Refundable Balance**
\$500.00	1- 99	\$100.00	\$400.00
\$700.00	100 – 399	\$200.00	\$500.00
\$900.00	400 – 599	\$300.00	\$600.00

For groups 600+ please contact Camp Sargent Director Randy Menken at (603) 881-7778 or [rmenken@nmymca.org](mailto:rmenken@nmymca.org)

\*Due three weeks prior to event date

\*\*Due at the time of booking

**Camp Sargent Usage Includes:**

1. Waterfront swimming/boating area (lifeguards from 12:00 p.m. to 5:00 p.m.)
2. Waterfront picnic area (charcoal grills available for cooking)
3. Dining hall
4. Covered pavilion
5. Playing fields, basketball courts, and sand volleyball court
6. Rest room buildings
7. Cabin's (to be approved in writing by Camp Director)

**Outside Entertainment: Music, Caterer, Vendors etc.**

**Please write the names/companies to be entering Camp Sargent to set-up and break-down with approximate times:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Schedule of Program:** Please list a brief outline of activities you have planned.

Time	Activity


**Group Leader Agreement:**

I have read and agree to follow the enclosed "Rental Group's Responsibilities." As the group leader, I will bring to the attention of the YMCA director on duty any emergencies or dangerous situations.

\_\_\_\_\_

*Group Leader's Signature*

\_\_\_\_\_

*Today's Date*

\_\_\_\_\_

*YMCA Director's Signature*

\_\_\_\_\_

*Today's Date*

**Return this entire seven-page agreement and deposit to:**

YMCA of Greater Nashua  
 6 Henry Clay Drive  
 Merrimack, New Hampshire 03054

Attention: Randy Menken/Camp Director

