

## YWCA MDI FACILITY USE INFORMATION

The YWCA MDI is a non-profit organization, one of 250 associations which belong to the YWCA USA. Our programs and events are designed to advance our mission of “eliminating racism, empowering women, and promoting peace, justice, freedom and dignity for all”. Our largest and most well-known program is that of providing safe and affordable housing for women, who live on the second and third floors. Rental spaces are located on the first floor; anyone renting space will need to co-exist with our residents who may be entering or leaving the building. Only residents are allowed on the second and third floors.

Space available:

The Community Room (formerly ‘the gym’), comfortably accommodates up to 65 people. Suggested use: receptions, meetings  
Chambers Room – small, with meeting table, accommodates 8-10. Suggested uses: meetings, book clubs

The Community Room contains a small kitchen with a stove, refrigerator and microwave. There are 20 tables (6-ft. folding), 14 card tables, and 75 stackable chairs available.

YWCA MDI has a **No Alcohol** policy.

YWCA MDI will make sure your space is properly cleaned before you arrive to set up for your event. **You are expected to leave the space as you found it.** Tables and chairs are to be taken down and stored appropriately in the closet. If dishes were used, they are to be rinsed, then properly loaded and washed in the dishwasher. Items not suited for the dishwasher are to be washed, dried, and put away. Trash is to be bagged and taken to dumpster located in fenced in area behind the building. Returnables are to be placed in the container located in the area next to the large function room. If linens are used, they are to be put into the hamper in the large function room. If the space is not cleaned properly or items put away as directed, renter’s deposit will not be returned.

In the event of damage to the building, as noted and documented, YWCA MDI will notify renter within 48 hours following use of the space and will expect reimbursement for any repairs or restoration necessary.

YWCA MDI and its staff do not assume any liability for any injuries or property damages incurred by the renter while on the premises.

YWCA MDI FACILITY USE APPLICATION AND AGREEMENT

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone No. \_\_\_\_\_ Email address \_\_\_\_\_

Who will be using the facility? (Organization/Individual):

\_\_\_\_\_

For what purpose? \_\_\_\_\_

DATE REQUESTED: \_\_\_\_\_

TIME: From \_\_\_\_\_ to \_\_\_\_\_

\* \* \* \* \*

YWCA MDI agrees to rent facility to \_\_\_\_\_  
Organization/Individual

from \_\_\_\_\_ o'clock to \_\_\_\_\_ o'clock on \_\_\_\_\_  
Date

for the agreed upon fee of \$ \_\_\_\_\_ and a deposit of \$ \_\_\_\_\_

\_\_\_\_\_ has read the terms as described and  
Organization/Individual

agrees to abide by them, and is aware non-compliance will result in forfeiture of the  
deposit.

\_\_\_\_\_  
For YWCA MDI

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization/Individual

\_\_\_\_\_  
Date